



Accounting Core Scheduled Reports

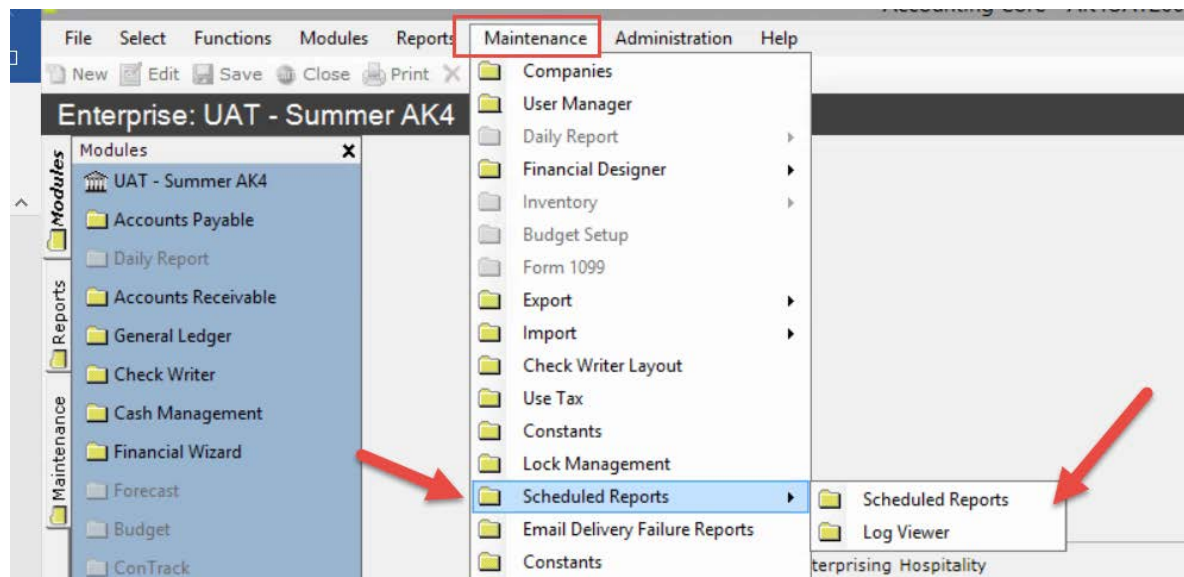
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Scheduled Reports

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**.



Accounting Core - PRODMATCH13

File Select Functions Modules Reports Maintenance Help

New Edit Save Close Print Delete Copy Cancel

Company: Company-Alpha-10

Modules

Scheduled Reports Log Viewer

Scheduled Report Sets

Grid below lists the Report Sets which have been created. New creates 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

Scheduled Reports						
Description	Report(s) Included	Frequency	Group/Company/Property	Last Run D	Last Run By	Next Scheduled
00 - Matthew	TB Test 1	Monthly	Matthew - Test Group	4/26/2019	Scheduler	1/1/0001 12:00
1 FW Lisa bi	ANDY WUZ HIZZLE	Biweekly	Property-Harry-12	4/23/2019	Scheduler	1/1/0001 12:00
1234	Test 1234	Daily	Company-Bravo-1	4/23/2019	ak4-Lisa	1/1/0001 12:00
1345-weekly	weekly subledge YTD IC	Weekly	Company-Bravo-1	4/29/2019	Scheduler	1/1/0001 12:00
1958	15	Weekly	Company-Alpha-1	4/23/2019	Scheduler	1/1/0001 12:00

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).

Accounting Core - PRODMATCH13

File Select Functions Modules Reports Maintenance Help

New Edit Save Close Print Delete Copy Cancel

Company: Company-Alpha-10

Modules Scheduled Reports Log Viewer

Scheduled Report Sets

Grid below lists the Report Sets which have been created. New creates 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

Scheduled Reports

Description	Report(s) Included	Frequency	Group/Company/Property	Last Run D	Last Run By	Next Scheduled
00 - Matthew	TB Test 1	Monthly	Matthew - Test Group	4/26/2019	Scheduler	1/1/0001 12:00
1 FW Lisa bi	ANDY WUZ HIZZLE	Biweekly	Property-Harry-12	4/23/2019	Scheduler	1/1/0001 12:00
1234	Test 1234	Daily	Company-Bravo-1	4/23/2019	ak4-Lisa	1/1/0001 12:00
1345-weekly	weekly subledge YTD IC	Weekly	Company-Bravo-1	4/29/2019	Scheduler	1/1/0001 12:00
1958	15	Weekly	Company-Alpha-1	4/23/2019	Scheduler	1/1/0001 12:00

File Select Functions Modules Reports Maintenance Help

New Edit Save Close Print Delete Copy Cancel

Company: Company-Alpha-10

Rules Scheduled Reports Log Viewer

Company-Alpha-10

- Accounts Payable
- Accounts Receivable
- Daily Report
- General Ledger
- Check Writer
- Cash Management
- Financial Wizard
- Forecast
- Budget
- ConTrack
- Import Export Utility
- Inventory

Report Set Setup

Screen allows for creation of a Report Set. Add a unique description when defining a new Report Set. In the reports area: add, edit or copy reports for the Report Set.

Report Set Description: Matthew Weekly Reports

☒ Active

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.

Frequency

Frequency: Monthly

Start Date: 05/01/2019

End Date: 05/01/2020

Run Time: 10:00 AM

Time Zone: Eastern Time

Email Distribution

☐ Distribution

☐ Email Distribution

Email Subject

Email Body

Reports

Report Description	Module	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution
--------------------	--------	--------	------------	-------	--------------	-----------	--------------------

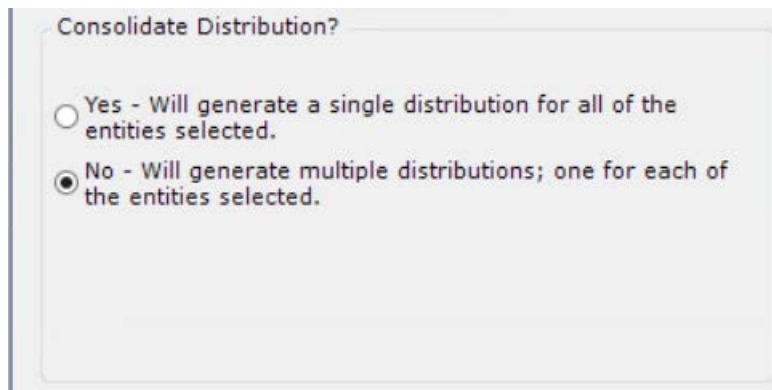
1 of 2 First: Add Edit Copy Remove

* 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.

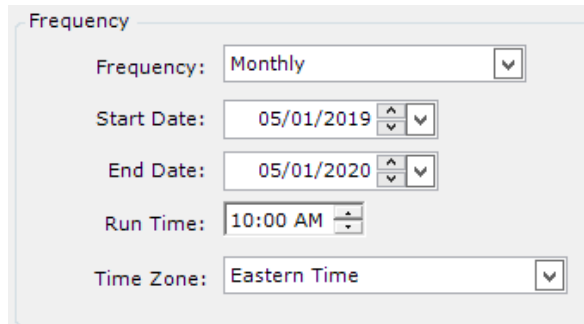
- Will enable “Email Addresses” field. Valid email addresses must be entered prior to adding any Reports to the Report Set.
 - All Reports in the Report Set will be sent in 1 email to the listed email addresses defined in the “Email Address” field.
 - If multiple email addresses are defined, then the 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.



The screenshot shows a dialog box titled "Consolidate Distribution?". It contains two radio button options. The first option is "Yes - Will generate a single distribution for all of the entities selected." and is currently unselected. The second option is "No - Will generate multiple distributions; one for each of the entities selected." and is currently selected, indicated by a filled circle next to the radio button.

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

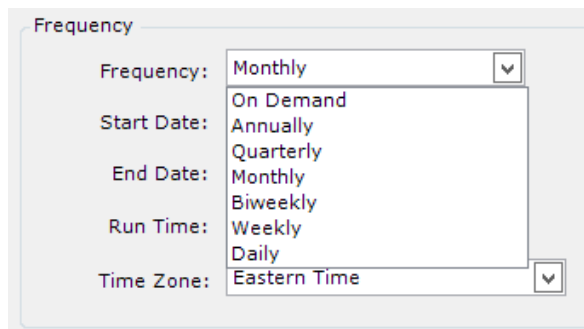
Frequency: Monthly

Start Date: 05/01/2019

End Date: 05/01/2020

Run Time: 10:00 AM

Time Zone: Eastern Time



Frequency

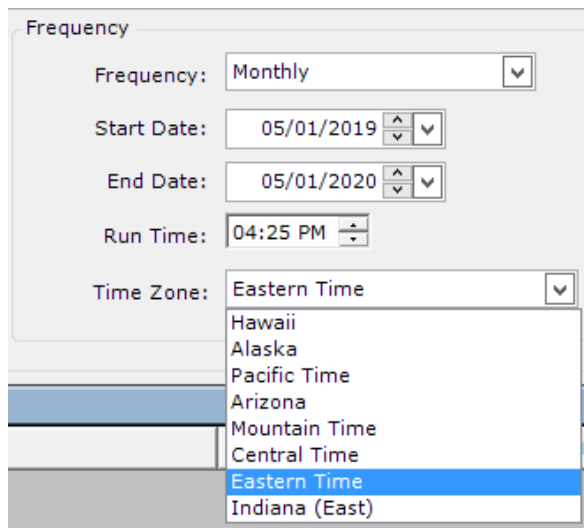
Frequency: Monthly

Start Date: Annually

End Date: Quarterly

Run Time: Monthly

Time Zone: Eastern Time



Frequency

Frequency: Monthly

Start Date: 05/01/2019

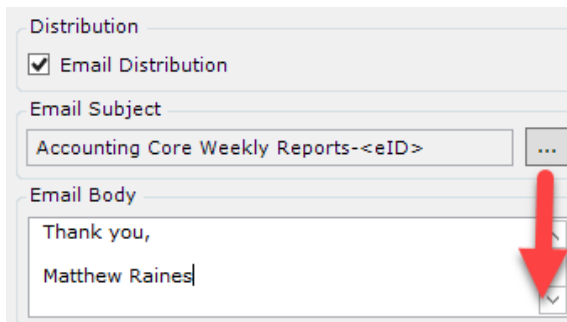
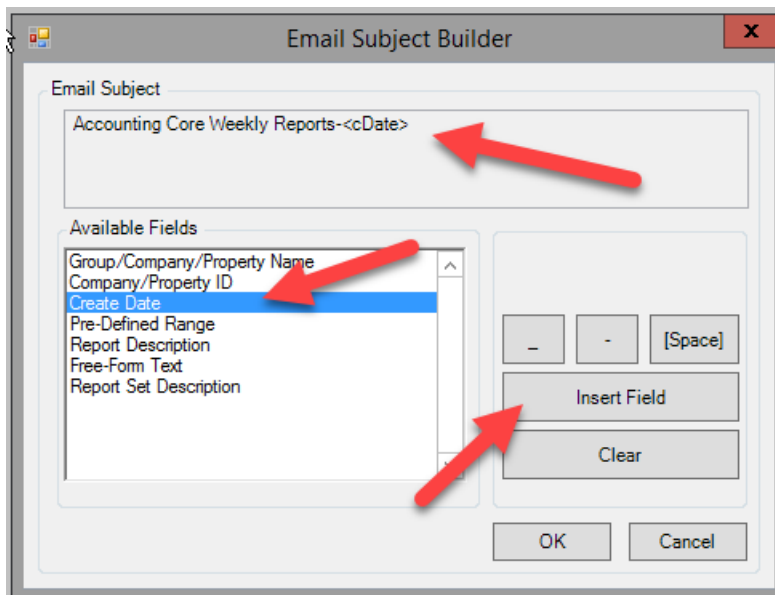
End Date: 05/01/2020

Run Time: 04:25 PM

Time Zone: Eastern Time

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.

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

Report Set Setup
Screen 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.

Report Set Description:

☒ Active

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.

Frequency
Frequency:
Start Date:
End Date:
Run Time:
Time Zone:

Distribution
☒ Email Distribution
Email Subject:
Email Body:

Reports

Report Description	Module	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution

Total Rows: First:

Add **Edit** **Copy** **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

Select Report/Consolidations/Entities

Select a Report to add to the Report Set.

1 **Select a Report**

Module: Report: Sub Report:

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

2 **Group**

- ☐ KARL'S HOTELS
- ☐ KARL'S HOTELS (OLD)
- ☐ LOAN BALANCE
- ☐ MANAGED ALL CY'S
- ☐ MARKET - CHATTANOOGA
- ☐ MARKET - LITTLE ROCK
- ☐ Market Cluster - Gainesville FL
- ☐ Market Cluster - Mobile
- ☒ Matthew - Test Group
- ☐ MCKIBBON 12 FOR JBM, III
- ☐ McKibbon 2011 2012 Same Store Hotels
- ☐ McKibbon 2013 Budget
- ☐ McKibbon Core Assets
- ☐ MCKIBBON EXCLUDING ALOFT

Company/Property

- ☒ Company-Alpha-1
- ☒ Company-Alpha-10
- ☒ Company-Alpha-11
- ☐ Company-Alpha-2
- ☐ Company-Alpha-3
- ☐ Company-Alpha-4
- ☐ Company-Alpha-5
- ☐ Company-Alpha-6
- ☐ Company-Alpha-7
- ☐ Company-Alpha-8
- ☐ Company-Alpha-9
- ☐ Company-Bravo-1
- ☐ Company-Bravo-10
- ☐ Company-Bravo-11
- ☐ Company-Bravo-2

3 **Expand All**

< Back 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.

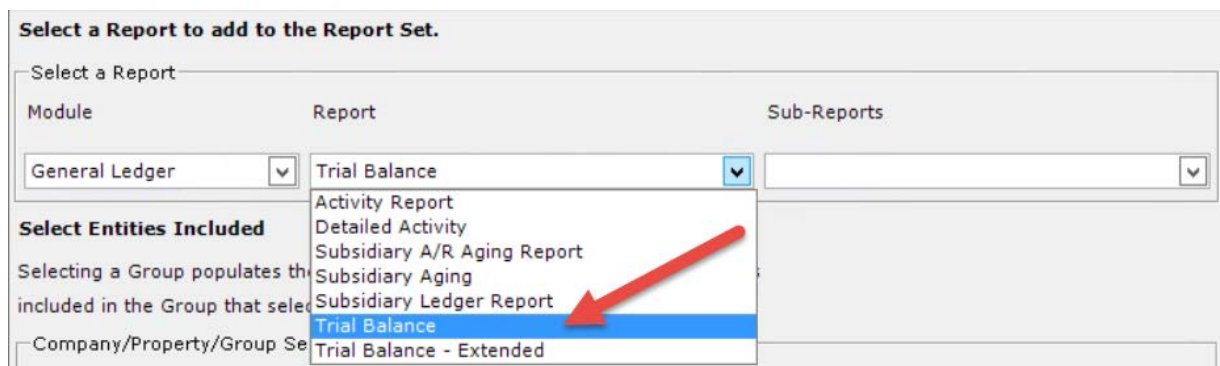


Select a Report to add to the Report Set.

Select a Report

Module	Report	Sub-Reports
General Ledger	Trial Balance	

General Ledger
Financial Wizard



Select a Report to add to the Report Set.

Select a Report

Module	Report	Sub-Reports
General Ledger	Trial Balance	

Select Entities Included

Selecting a Group populates the included in the Group that selected

Company/Property/Group Selected

Activity Report
Detailed Activity
Subsidiary A/R Aging Report
Subsidiary Aging
Subsidiary Ledger Report
Trial Balance
Trial Balance - Extended

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 the Report Set.

Select a Report

Module	Report	Sub-Reports
Financial Wizard	05162017-Published	
	43235 - BALANCE SHEET - FOUR POINTS_	
	ABF - SELECT SERVICE - WHEELLOCK-SDLC	
	Admin- Published by SDLC1	
	BALANCE SHEET - HOTEL, ST-sdlc2-Vandan	
	BALANCE SHEET - LARA -Vandana 2	
	INCOME STATEMENT - 16 Broadway Deck,	
	INCOME STATEMENT - EXTENDED STAY HO	

Select Entities Included

Selecting a Group populates the entities included in the Group that select

Company/Property/Group Selected

Group

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	

Select Consolidate Report

Consolidate Reports

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.

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

- ☐ KARL'S HOTELS
- ☐ KARL'S HOTELS (OLD)
- ☐ LOAN BALANCE
- ☐ MANAGED ALL CY'S
- ☐ MARKET - CHATTANOOGA
- ☐ MARKET - LITTLE ROCK
- ☐ Market Cluster - Gainesville FL
- ☐ Market Cluster - Mobile
- ☒ Matthew - Test Group
- ☐ MCKIBBON 12 FOR JBM, III
- ☐ McKibbon 2011 2012 Same Store Hotels
- ☐ McKibbon 2013 Budget
- ☐ McKibbon Core Assets
- ☐ MCKIBBON EXCLUDING ALOFT

Company/Property

- ☒ Company-Alpha-1
- ☒ Company-Alpha-10
- ☐ Company-Alpha-11
- ☐ Company-Alpha-2
- ☐ Company-Alpha-3
- ☐ Company-Alpha-4
- ☐ Company-Alpha-5
- ☐ Company-Alpha-6
- ☐ Company-Alpha-7
- ☐ Company-Alpha-8
- ☐ Company-Alpha-9
- ☐ Company-Bravo-1
- ☐ Company-Bravo-10
- ☐ Company-Bravo-11
- ☐ Company-Bravo-2

☒ ☒ Expand All

< Back Next > Cancel

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.

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

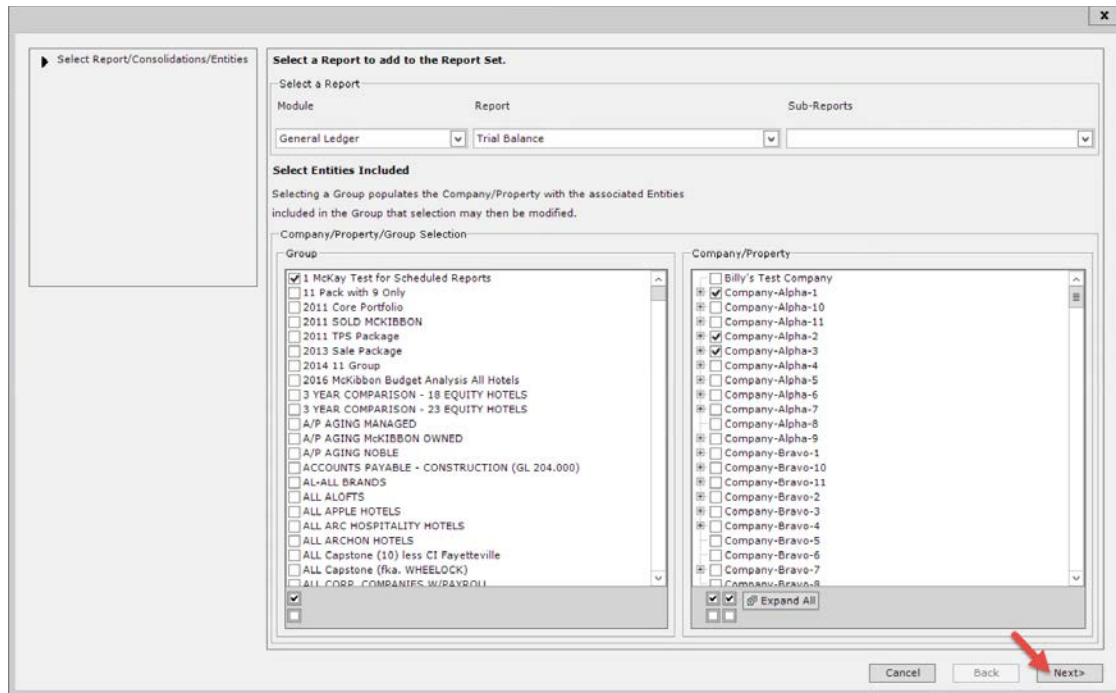
- ☐ 1 McKay Test for Scheduled Reports
- ☐ 11 Pack with 9 Only
- ☐ 2011 Core Portfolio
- ☐ 2011 SOLD MCKIBBON
- ☐ 2011 TPS Package
- ☐ 2013 Sale Package
- ☐ 2014 11 Group
- ☐ 2016 McKibbon Budget Analysis All Hotels
- ☐ 3 YEAR COMPARISON - 18 EQUITY HOTELS
- ☐ 3 YEAR COMPARISON - 23 EQUITY HOTELS
- ☐ A/P AGING MANAGED
- ☐ A/P AGING MCKIBBON OWNED
- ☐ A/P AGING NOBLE
- ☐ ACCOUNTS PAYABLE - CONSTRUCTION (GL 204.00)

Company/Property

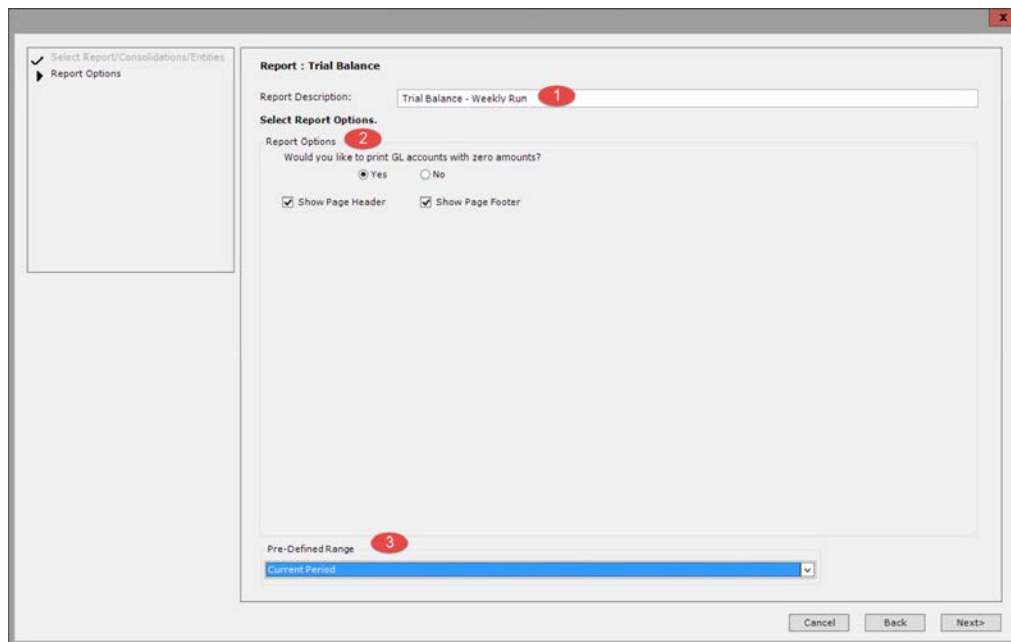
- ☐ Billy's Test Company
- ☒ Company-Alpha-1
- ☒ Company-Alpha-10
- ☒ Company-Alpha-11
- ☒ Company-Alpha-2
- ☐ Company-Alpha-3
- ☐ Company-Alpha-4
- ☐ Company-Alpha-5
- ☐ Company-Alpha-6
- ☐ Company-Alpha-7
- ☐ Company-Alpha-8
- ☐ Company-Alpha-9
- ☐ Company-Bravo-1
- ☐ Company-Bravo-10
- ☐ Company-Bravo-11

☒ ☒ Expand All

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

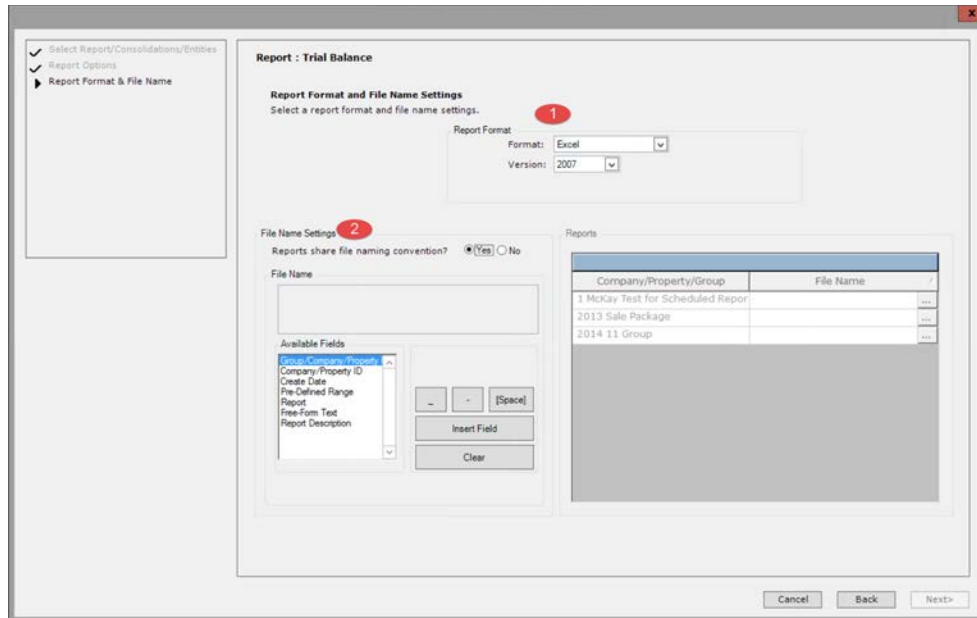


If a GL Report is selected: The Report Options is the next screen to display which will allow the user to name the report description, choose that report's report options, and the criteria for the define date range section. Each canned report will have its own unique report options. Once desired info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



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.



The screenshot shows a window titled "Report : Trial Balance" with a sidebar on the left containing three items: "Select Report/Consolidations/Entities", "Report Options", and "Report Format & File Name" (which is selected). The main area is titled "Report Format and File Name Settings" and contains the following sections:

- Report Format:** A section with a "Format:" dropdown menu set to "Excel" and a "Version:" dropdown menu set to "2007". A red circle with the number "1" is next to the "Format:" dropdown.
- File Name Settings:** A section with a "Reports share file naming convention?" checkbox (checked) and a "File Name" text box. A red circle with the number "2" is next to the checkbox.
- Available Fields:** A list of fields including "Company/Property ID", "Create Date", "Pre-Defined Range", "Report", "Free-Form Text", and "Report Description".
- Reports:** A table with two columns: "Company/Property/Group" and "File Name". It contains three rows of data: "1 McKay Test for Scheduled Rapo...", "2013 Sale Package", and "2014 11 Group".

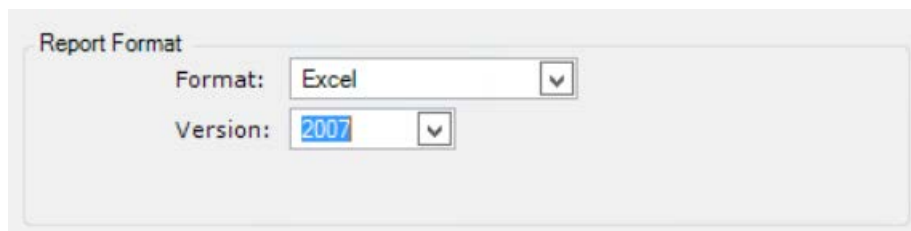
At the bottom of the window are "Cancel", "Back", and "Next>" buttons.

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



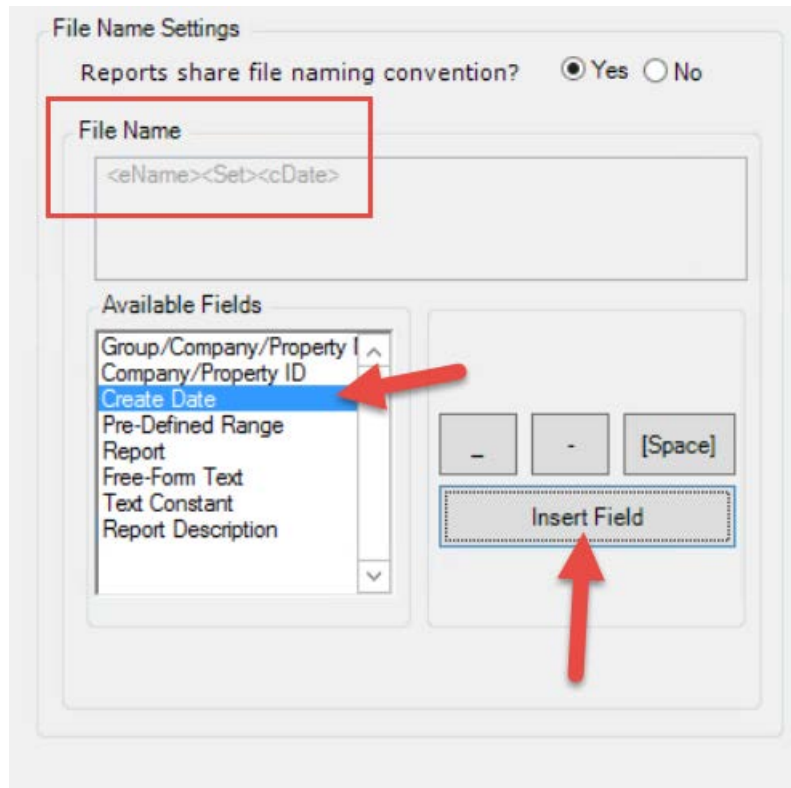
This close-up shows the "Report Format" section. The "Format:" dropdown menu is open, displaying three options: "Excel", "CSV", and "PDF". The "Version:" dropdown menu is also visible, showing "Excel" as the selected version.

As well as the version of that format:



This close-up shows the "Report Format" section. The "Format:" dropdown menu is set to "Excel". The "Version:" dropdown menu is open, displaying two options: "2007" and "2010".

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"



File Name Settings

Reports share file naming convention? ☒ Yes ☐ No

File Name

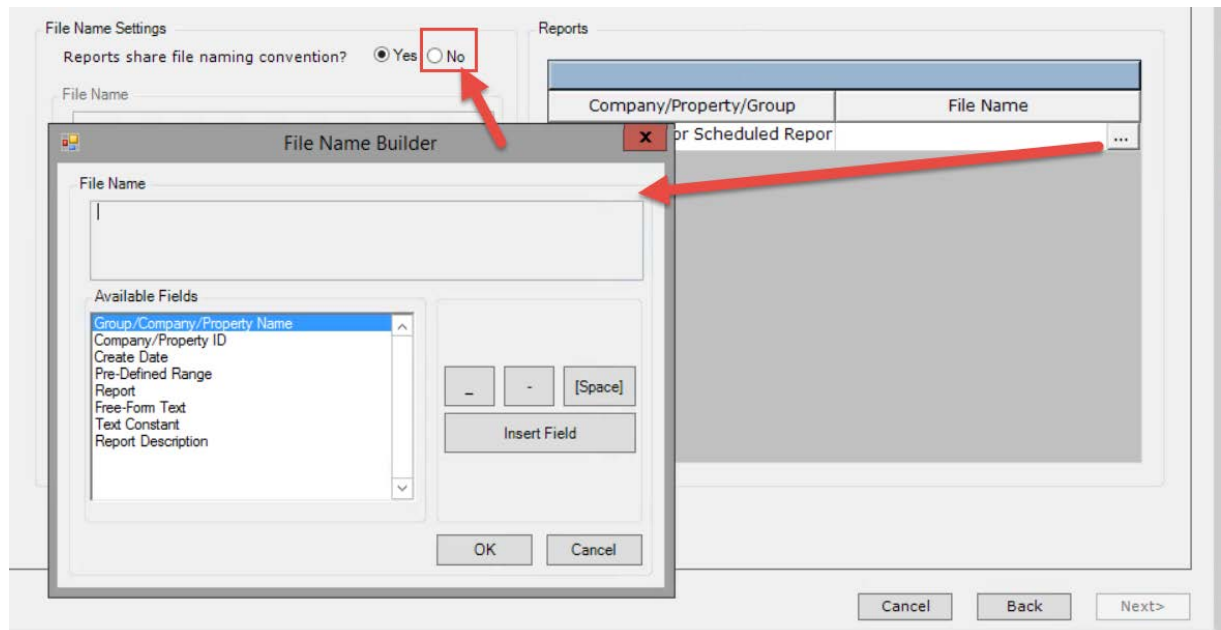
<eName><Set><cDate>

Available Fields

- Group/Company/Property ID
- Company/Property ID
- Create Date
- Pre-Defined Range
- Report
- Free-Form Text
- Text Constant
- Report Description

Buttons: -, ., [Space], Insert Field

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".



File Name Settings

Reports share file naming convention? ☒ Yes ☐ No

File Name

<eName><Set><cDate>

File Name Builder

File Name

Available Fields

- Group/Company/Property Name
- Company/Property ID
- Create Date
- Pre-Defined Range
- Report
- Free-Form Text
- Text Constant
- Report Description

Buttons: -, ., [Space], Insert Field, OK, Cancel

Reports

Company/Property/Group	File Name
or Scheduled Report	...

Buttons: Cancel, Back, Next>

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

Report : Trial Balance

Report Format and File Name Settings
Select a report format and file name settings.

Report Format
Format: Excel
Version: 2007

File Name Settings
Reports share file naming convention? ☒ Yes ☐ No

File Name
<Name><Sep><Date>

Available Fields
Group/Company/Property ID
Company/Property ID
Create Date
Pre-Defined Range
Report
Free-Form Text
Report Description

Insert Field
Clear

Reports

Company/Property/Group	File Name
1 McKay Test for Scheduled Repor	...
2013 Sale Package	...
2014 11 Group	...

Cancel Back **Next>**

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

Report Wizard

Report : Detailed Activity

Delivery
☐ Send Link ☒ Send Attachments

Default Email

Company

Group/Company/Property	Email Addresses
Matthew - Test Group	...

< Back Next > Cancel

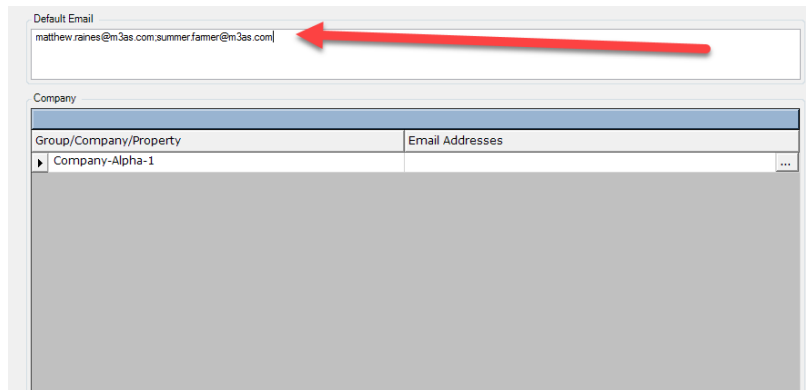
In the “Delivery” section, the user can choose to send the reports as an attachment in the email or as a link.



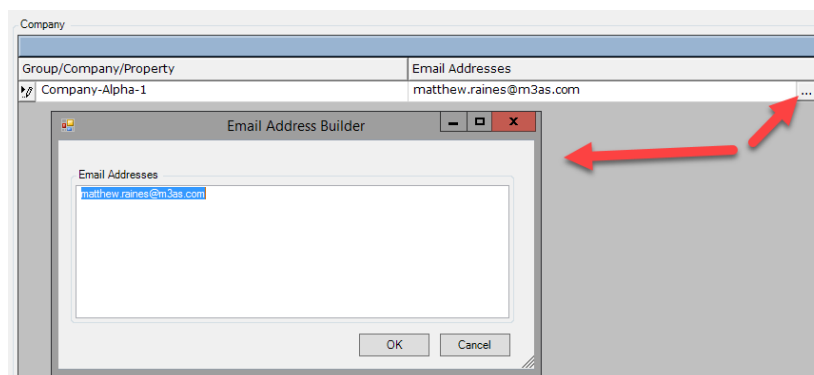
If ‘Yes’ was selected for the Consolidate Distribution on the Report Set Home Page, then enter email addresses in the ‘Email Addresses’ field. The Default email address fields will not be available when defining scheduled reports.

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.



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.



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

Report Wizard

- ✓ Select Report/Consolidations/Entities
- ✓ Report Options
- ✓ Report Format & File Name
- ▶ Email Distribution

Report : Detailed Activity

Delivery
☐ Send Link ☒ Send Attachments

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**.

Report Wizard

- ✓ Select Report/Consolidations/Entities
- ✓ Report Options
- ✓ Report Format & File Name
- ▶ Summary

Report Summary

Selecting Next will add these reports to the Report Set. Clicking the ellipsis in the appropriate area will allow for modification of that setting.

Report

Module	Report	Sub-Report
General Ledger	Trial Balance	...

Options

Include Zero : Yes
 Show Page Header : Yes
 Show Page Footer : Yes

Pre-Defined Range
Current Period ...

Distribution
Attachment ...

Consolidated
 ...

Report Format
Excel ...

Company/Property/Group	File Name	Email Distribution
1 McKay Test for Scheduled Reports	<eName> <Set> <cDate>	summer@m3as.com;bonnie@m3as.co
2013 Sale Package	<eName> <Set> <cDate>	summer@m3as.com;bonnie@m3as.co
2014 11 Group	<eName> <Set> <cDate>	summer@m3as.com;bonnie@m3as.co

Cancel Back Finish

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** **Functions** **Modules** **Reports** **Maintenance** **Help**

New Edit **Save** Close Print Delete Copy Cancel

No Selection

Modules **Schedule Reports**

Make Selection

- Accounts Payable
- Accounts Payable New
- Daily Report
- Accounts Receivable
- General Ledger
- Check Writer
- Cash Management
- Financial Wizard
- Forecast
- Budget
- ConTrack
- Import Export Utility
- Inventory

Report Set Setup

Screen allows for creation of a Report Set. Add a unique description then define the range, frequency and e...

In the reports area: add, edit or copy reports for the Report Set.

Report Set Description: Farmers Portfolio Weekly Reports

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.

Frequency

Frequency: Monthly

Start Date: 6/7/2017

End Date: 6/9/2020

Run Time: 05:30 PM

Time Zone: Eastern Time

☒ Active

Distribution

☒ Email Distribution

Email Subject

Accounting Core Weekly Reports-<c ...

Email Body

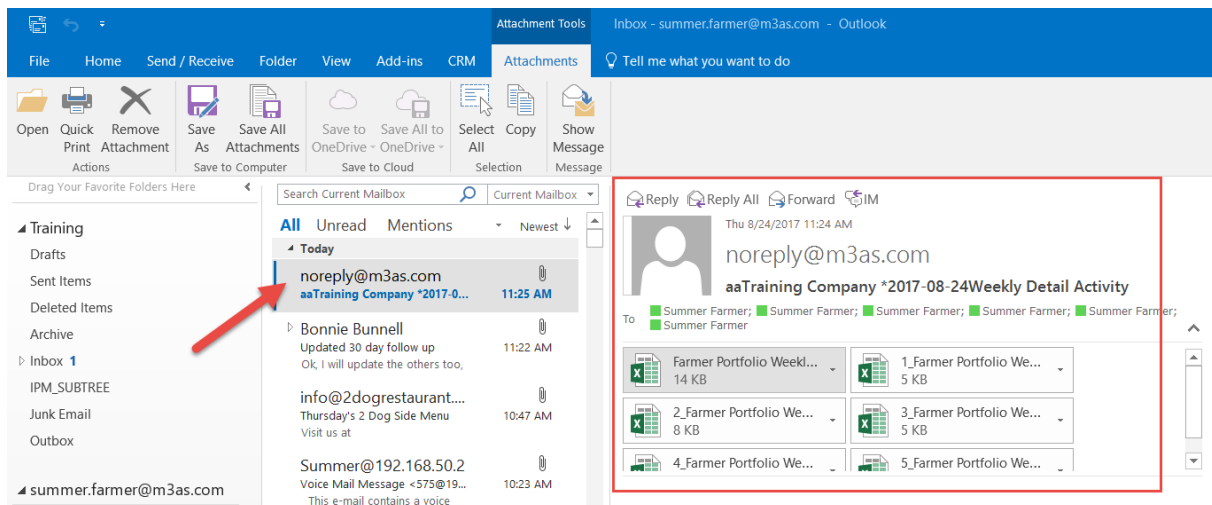
Reports

Report Description	Module	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution
Trial Balance - W	General Ledger	Trial Balance		Current Day			summer@m3as.com

0 of 0 First

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:



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 Sets which have been created. New creates 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

Description	Report(s) Included	Frequency	Group/Company/Property	Last Run Date	Last Run By	Next Scheduled Run D
00 - Matthew Test	TB Test 1	Monthly	Matthew - Test Group	4/26/2019 1:	Scheduler	1/1/0001 12:00:00 A
1 FW Lisa biweekly	ANDY WUZ HIZZLE	Biweekly	Property-Harry-12	4/23/2019 12	Scheduler	1/1/0001 12:00:00 A
1234	Test 1234	Daily	Company-Bravo-1	4/23/2019 10	ak4-Lisa	1/1/0001 12:00:00 A
1345-weekly subled	weekly subledge YTD IC	Weekly	Company-Bravo-1	4/29/2019 11	Scheduler	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: Enterprise-Alpha-1

Report Set Setup
Screen 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.

Report Set Description: Matthew Weekly Reports

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.

Frequency: Monthly
 Start Date: 05/01/2019
 End Date: 05/01/2020
 Run Time: 04:25 PM
 Time Zone: Eastern Time

Email Addresses
 matthew.raines@m3as.com

☒ Active

Distribution
☒ Email Distribution
 Email Subject:
 Email Body:

Report Description	Module	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

1 of 1 First:

Add Edit 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.

Enterprise: Enterprise-Alpha-1

Report Set Setup
Screen 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.

Report Set Description: Matthew Weekly Reports

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.

Frequency: Monthly
 Start Date: 05/01/2019
 End Date: 05/01/2020
 Run Time: 04:25 PM
 Time Zone: Eastern Time

Email Addresses
 matthew.raines@m3as.com

☒ Active

Distribution
☒ Email Distribution
 Email Subject:
 Email Body:

Report Description	Module	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	
Copy 1 of Test File Na	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

1 of 2 First:

Add Edit Copy 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**.

Report Description	Module	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	
Copy 1 of Test File Na	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

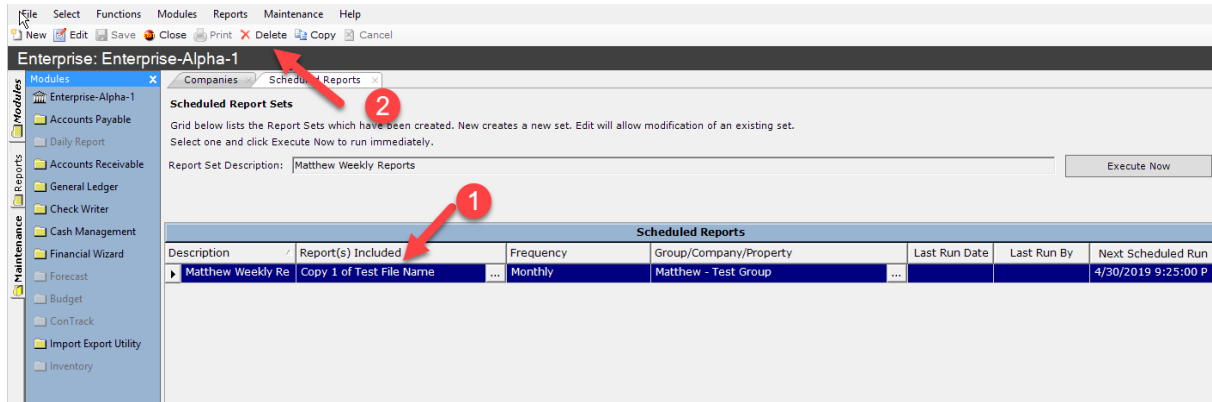
Delete Report out of the Scheduled Report Sets

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**.

Report Description	Module	Report	Sub-Report	Range	File Pattern	File Type	Email Distribution
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	
Copy 1 of Test File Na	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

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**.



The screenshot shows the M3 Enterprise: Enterprise-Alpha-1 application window. The left sidebar contains a tree view with categories: Modules, Reports, and Maintenance. The main window has a tabbed interface with 'Companies' and 'Scheduled Reports' tabs. The 'Scheduled Reports' tab is active, showing a 'Scheduled Report Sets' section with a text input field for 'Report Set Description' containing 'Matthew Weekly Reports' and an 'Execute Now' button. Below this is a 'Scheduled Reports' table.

Scheduled Report Sets

Grid below lists the Report Sets which have been created. New creates a new set. Edit will allow modification of an existing set. Select one and click Execute Now to run immediately.

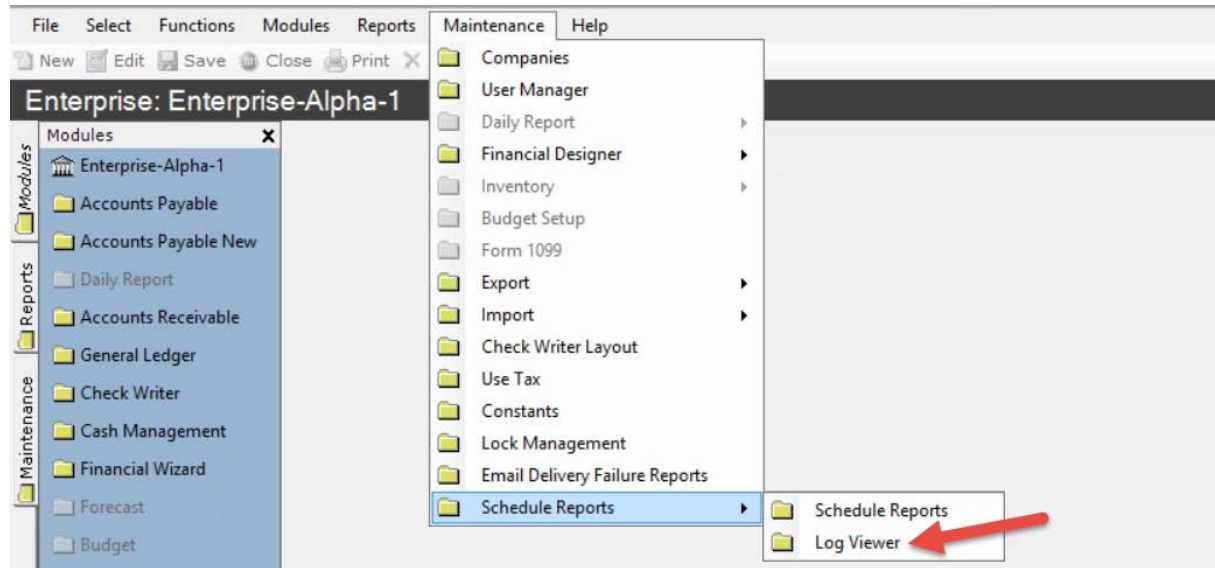
Report Set Description:

Description	Report(s) Included	Frequency	Group/Company/Property	Last Run Date	Last Run By	Next Scheduled Run
Matthew Weekly Re	Copy 1 of Test File Name	Monthly	Matthew - Test Group			4/30/2019 9:25:00 P

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**.



Scheduled Reports Log						
Date	Report Set Description	Group/Company/Property	Report	Stage	Status	Created By
4/30/2019 1:01:05 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:57 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:51 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:49 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:44 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:42 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:42 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:42 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:35 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:35 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:34 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:34 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:34 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:28 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:28 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:27 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:27 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:24 PM	Test single distribution group	(MT) All Extended Stay	Group single distribution	Execution of report for	Success	ak4-Lisa
4/30/2019 1:00:22 PM	Test single distribution group	(MT) All Extended 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?

- Verify Frequency

Companies Scheduled Reports

Report Set Setup
Screen 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.

Report Set Description: Matthew Weekly Reports

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.

Email Addresses
matthew.raines@m3as.com

Frequency
 Frequency: Monthly
 Start Date: 05/01/2019
 End Date: 05/01/2020
 Run Time: 09:25 PM
 Time Zone: Eastern Time

☐ Active
 Distribution
☒ Email Distribution
 Email Subject: <eName>
 Email Body:

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>	Excel	
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

- Verify if the End Date has passed

Companies Scheduled Reports

Report Set Setup
Screen 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.

Report Set Description: Matthew Weekly Reports

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.

Email Addresses
matthew.raines@m3as.com

Frequency
 Frequency: Monthly
 Start Date: 05/01/2019
 End Date: 05/01/2020
 Run Time: 09:25 PM
 Time Zone: Eastern Time

☐ Active
 Distribution
☒ Email Distribution
 Email Subject: <eName>
 Email Body:

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>	Excel	
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

- Verify if the Report Set is Active or not

Companies Scheduled Reports

Report Set Setup
Screen 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.

Report Set Description: Matthew Weekly Reports

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.

Email Addresses
matthew.raines@m3as.com

Frequency
 Frequency: Monthly
 Start Date: 05/01/2019
 End Date: 05/01/2020
 Run Time: 09:25 PM
 Time Zone: Eastern Time

☐ Active
 Distribution
☒ Email Distribution
 Email Subject: <eName>
 Email Body:

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>	Excel	
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

- Verify Email is correct

Companies | **Scheduled Reports**

Report Set Setup
Screen 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.

Report Set Description: Matthew Weekly Reports

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.

Email Addresses
matthew.raines@m3as.com

Frequency
 Frequency: Monthly
 Start Date: 05/01/2019
 End Date: 05/01/2020
 Run Time: 09:25 PM
 Time Zone: Eastern Time

☐ Active
☒ Distribution
☒ Email Distribution
 Email Subject: <eName>
 Email Body:

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>	Excel	
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

Why hasn't the Email come in yet?

- Verify time sent for the email

Companies | **Scheduled Reports**

Report Set Setup
Screen 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.

Report Set Description: Matthew Weekly Reports

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.

Email Addresses
matthew.raines@m3as.com

Frequency
 Frequency: Monthly
 Start Date: 05/01/2019
 End Date: 05/01/2020
 Run Time: 09:25 PM
 Time Zone: Eastern Time

☐ Active
☒ Distribution
☒ Email Distribution
 Email Subject: <eName>
 Email Body:

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>	Excel	
Test File Name	General Ledger	Detailed Activity		Year-to-Date (Through	<eID>	Excel	

- Verify size of Reports in the Report Set

Scheduled Reports | **Log Viewer**

Report Set Setup
Screen 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.

Report Set Description: 00 - Matthew Test

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.

Email Addresses

Frequency
 Frequency: Monthly
 Start Date: 05/26/2019
 End Date: 04/26/2020
 Run Time: 01:45 PM
 Time Zone: Eastern Time

☒ Active
☒ Distribution
☒ Email Distribution
 Email Subject: Test Reports 1 - TB Balance
 Email Body: Good Morning, 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 (Through	<eName>	Excel	
TB Test 1	General Ledger	Trial Balance - Ext		Year-to-Date (Through	M3	Excel	matthew.raines@m3as.co

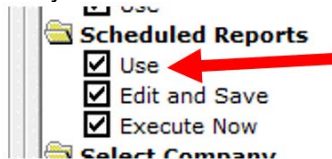
- The Process time required to run the all reports in the report set will take longer if more reports are added to the Report Set. For example, the process time will be longer for a Report Set with 20 reports than a Report Set with 2 reports (above).
- The Number of Entities included in the Report Set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

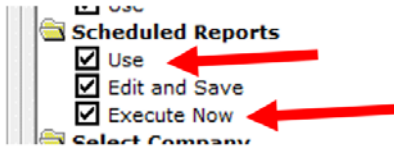
SEE SCHEDULED REPORTS MODULE?

- 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.

