Schedule Financial FSG reports

The request scheduling feature in Themis enables users with the appropriate financial responsibility to program Financial Statement Generator (FSG) reports to run automatically outside of peak usage hours (i.e. between 8pm and midnight nightly or alternatively, weekends wherever possible) and to notify you (or another user) when they have completed.

Enter a Financial FSG report request

To schedule a Financial FSG report, you must first enter a report request. A schedule can then be created and applied to as many individual reports requests as required. For example, a schedule that is set up to run once a month can be applied to all reports that you run on a monthly basis.

Log into your Themis Financials responsibility (i.e. UOM GL Inquiry, UOM Data Entry, or UOM Manager)

1 Navigate to the Report/Requests function.
   From the menu bar, select View > Requests.
   The Find Requests screen will display.

2 Click the Submit a New Request button, choose the Single Request option and click OK.
   The Submit a Request screen will display.

3 Enter UOM Program – Run Financial Statement Generator in the Name field.
   Entering this program name limits the available report selection to FSG type reports only.

4 Click into the Parameters field.
   The Parameters screen will display.

5 Enter the report parameter fields and then click OK.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>Select an FSG report from the List of Values (LOV).</td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td>Enter the Period in which the scheduled reports will be run for the first time.</td>
<td><strong>Important:</strong> the initial period must be for a month end in the future, i.e. after the date that the schedule is first created. For example, if you are creating the schedule on 15 June 2013, you may set the initial period as June-2013 or any month end into the future.</td>
</tr>
<tr>
<td>Segment Override</td>
<td>Enter the appropriate account segment code(s)</td>
<td>The required account segment(s) will depend on the focus of the particular report that you have selected in the Report field above. For example, a report on a budget unit's data will require you to enter a code in the budget unit segment. Whereas a report on a cost centre will require you to enter both the cost centre (in the Cost Centre segment) and the Budget Unit code to which the cost centre belongs. Refer to the Finance &amp; Planning Group, Reporting webpage for reports guidance and running instructions. <a href="http://www.fpg.unimelb.edu.au/pcp/internal/reporting/reporting.html">http://www.fpg.unimelb.edu.au/pcp/internal/reporting/reporting.html</a></td>
</tr>
<tr>
<td>Content Set</td>
<td>Select an appropriate content set, if desired.</td>
<td>This is an optional field and can be used to determine how you want to break down the existing report data into a further summary level. The Cost Centres content set is used to break the report data into separate sub totals for each Cost Centre of the selected budget unit /department. The Project content set is used to break the report data into separate sub totals for each project of the selected budget unit /department.</td>
</tr>
<tr>
<td>Output Option</td>
<td>Select the appropriate output option.</td>
<td>The Text option will deliver the report in a printable format. The Tab Delimited option will deliver the report in a format that is exportable to excel.</td>
</tr>
</tbody>
</table>
### Parameters continued

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<tr>
<td><strong>Date</strong></td>
<td>Change the date to the last day of the first month that the scheduled reports are to run.</td>
<td>For example, a schedule set to run for the first time at a future period end of June 2013, should have the date set as <strong>30-JUN-2013</strong>. <strong>Important:</strong> the date should always be set to the last day of the month as this will indicate to the system which date to cut off the data when the schedule is first run.</td>
</tr>
<tr>
<td><strong>Off Set Days</strong></td>
<td>Enter the number of days into the future calendar month that the report is to run.</td>
<td>For example, if the monthly report for June is to run on the 6th day of July enter <strong>6</strong> as the number of offset days. The number of days set here will indicate to the system how many days to count back from the report run date to get to the month end cut-off date. <strong>Note:</strong> once the number of days is set, the report schedule will run every month on the calendar day set here i.e. if you enter 6, the report will run on the 6th day of every month for the entire scheduled period.</td>
</tr>
</tbody>
</table>

6. **Click the Options button** (located in the *Upon Completion* section) and set your output options, then click **OK**.

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<td><strong>Name</strong></td>
<td>In the <em>Notify the following people</em> section select your name from the LOV if you would like to receive a Worklist Notification when the report has run.</td>
<td><strong>Note:</strong> you may select the name of any staff member whom you wish to notify upon completion of the report.</td>
</tr>
<tr>
<td><strong>Printer</strong></td>
<td>In the <em>Print the Output To</em> section select your printer from the LOV.</td>
<td>This field will default from your profile preferences but it may be updated if required.</td>
</tr>
</tbody>
</table>

7. **Click on the Schedule button**, located in the *At these Times* section of the screen. The Schedule screen will display.

![Schedule](image)

There are a number of different schedule timing methods available. Additional parameter settings will display based on the method selected.

We recommend two schedule methods, select either:
- **Once; or**
- **Periodically**

Refer to the instructions below for steps on how to perform each method.
Create a once off run schedule
This type of schedule can be used to run large print jobs outside the normal University working hours e.g.: between 8:00pm and midnight on the date specified in the schedule.

1. From the Schedule screen, select *Once* as the Run the Job option.
   The form will expand to reveal more parameters applicable to the Once selection.

2. Click into the Run At field and select the run date and time applicable to this schedule and click the **OK** button.
   You must set a specific date and time that the report is to run.

Create a periodically run schedule
This type of schedule can be used to run reports at specific intervals, such as Weekly, Monthly, etc. Reports to be run on a regular basis should be scheduled to run outside the normal University working hours e.g.: between 8:00pm and midnight on the date specified in the schedule.

A report request must first be created (refer to *Enter a Financial FSG report request* instructions above), which will then be used to set up the initial schedule.

1. From the Schedule screen, select *Periodically* under the Run the Job section.
   The form will expand to reveal more parameters applicable to the Periodically selection.

2. Click into the Start At field and select the run date and time of the first instance that the schedule is to run.

   **Important:** the Start At date must be the same as the number of offset days entered in the Offset Days field in **step 5** of the *Enter a Financial FSG report request* instructions above i.e. if you entered 6 in the Offset Days field, the schedule must be set to commence on the 6th day of the new month.

   This is particularly important as it determines the date range of data to be included in the report. The system counts backward from the Start At date in order to reach the previous month end cut-off date.

   For example, if the scheduled reports are to run on the 6th day of each month at 8:15pm for a period of twelve months into the future, commencing with the reporting period of June 2013, you must set the initial scheduled report as:

   - 6 offset days and,
   - Start At date/time of **06-JUL-2013 at 8:15PM**

   Based on these settings the system will count backwards 6 days from July 6 to cut off the data at June 30.

   **Note:** when selecting the time, make sure you check the PM option so that the scheduled report(s) run in the evening.

Click the **OK** button to apply the date and time selection.
3. Enter the End At date and time as appropriate.
   We recommend you copy the Start At date and time from the cell above, paste it into the End At field and then edit the year changing it to the future year to give you twelve months of scheduled reporting. 
   Important: an End At date and time must be entered to ensure that the schedule does not run indefinitely into the future. This is particularly important because schedules are created against the account of the individual user who generated them and cannot be accessed by another user to delete or modify the schedule should the individual leave the University.

4. Select the frequency option from the LOV in the Re-run every field.
   For example, if you are setting up a monthly schedule, select Month(s).

5. Under the Apply the Interval section, ensure that the From the Start of the prior run option is checked, and the Increment date parameters each run is left un-checked.

6. Check the Save this Schedule checkbox and click the OK button.
   The Save Schedule screen will display.

7. Enter an appropriate name for the schedule and click the OK button.
   We recommend you use your budget unit number at the beginning of the schedule name.
   For example, 0970 Monthly Reports
   Note: the description field is optional but may be used to further describe the nature of the reports to which this schedule will be applied.
   Now that you have created and saved your monthly schedule against one report, you can go ahead and apply this schedule to additional report requests (refer to the Apply a saved schedule to a report instructions at the bottom of this reference card.)
   Once a schedule has been created and applied to all relevant reports, it will automatically run for the period set in the schedule. 
   Note: you can also re-open the schedule and update the schedule settings as appropriate.

Apply a saved schedule to a report
Once a schedule job has been created and saved, you can apply the saved schedule to additional report requests.

1. From the menu bar navigate to View > Requests, and then click the Submit a new Request button.

2. Enter the report parameters for the report to which you wish to apply the saved schedule.
   Refer to the Enter a Financial FSG report instructions above.

3. Click the Schedule button.
   The Schedule screen will display.

4. Click the Apply a Saved Schedule button.
   The Pre-defined Schedules screen will display

5. Search for your saved schedule using the %wildcard to limit your search, and then click the Find button.
   For example, if the schedule was saved with the name 0970 Monthly Reports, enter the search criteria in the Find field as 0970%.
   The search results will return based on your search criteria.

6. Select the relevant schedule name and click OK.

7. Click OK to close the Schedule window.

8. Click the Submit button to apply the selected schedule to the report.
   The report will now run automatically on the next scheduled date/time, along with any other reports to which you have applied the same schedule.
   Note: repeat the above steps, to apply the saved schedule to another report, if desired.