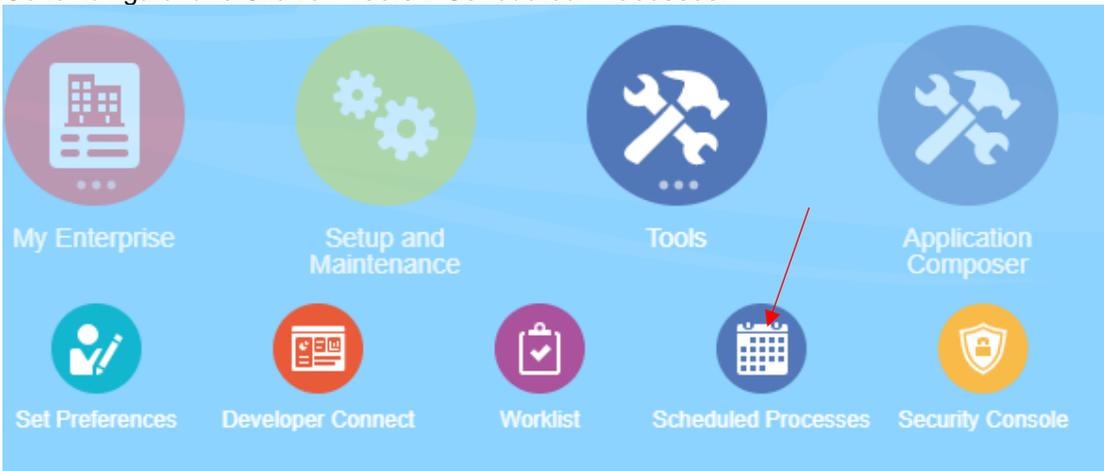


Run a Report

Audience: Managers or Supervisors

Purpose: This job aid will assist in the general process of running a report.

| Step | Action |
|------|---|
| 1 | <p>Go to navigator and Click on Tools > Scheduled Processes.</p>  <p>The screenshot shows a blue navigation bar with several icons. The 'Tools' icon, which depicts crossed wrench and hammer, is highlighted. A red arrow points to the 'Scheduled Processes' icon, which is a calendar with a checkmark, located below the 'Tools' icon.</p> |
| 2 | <p>Click Schedule New Process:</p> <p>Overview</p> <p>► Search</p> <p>Search Results</p> <p>View <input checked="" type="radio"/> Flat List <input type="radio"/> Hierarchy</p> <p>Actions ▼ View ▼ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log ↻</p> <p>Select Type as “Job”, and enter the report and press Tab, select the report and click OK</p> <p>Schedule New Process</p> <p>Type <input checked="" type="radio"/> Job <input type="radio"/> Job Set</p> <p>Name <input type="text" value="US 1099 Supplier Exceptions Report"/> US Rep.</p> <p>Description Lists suppliers with inaccurate or incomplete United States 1099 income tax information.</p> <p>OK Cancel</p> |

Enter the parameter such as **Business Unit (Lucas County)**, **Dates**, and any other criteria required as indicated by *; then click the **Submit** button. The process id will be generated.

Process Details ✕

ℹ This process will be queued up for submission at position 1

Name US 1099 Supplier Exceptions Report Print output ▼

Description Lists suppliers with inaccurate or incomplete U... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Business Unit ▼

* Tax Reporting Entity ▼

From Accounting Date 📅

Balancing Segment Source ▼

3

Click **OK** and click on the refresh icon. Wait for the status of the process ID changes to "Succeeded".

Search Results

View Flat List Hierarchy

| Name | Process ID | Status |
|------------------------------------|------------|-----------|
| US 1099 Supplier Exceptions Report | 82444 | Succeeded |

4

Select the **Process ID** and go to **Log and Output** section. Click on **Republish**

| Name | Process ID | Status | Scheduled Time | Submission Time |
|--|------------|-----------|------------------------|------------------------|
| US 1099 Supplier Exceptions Report | 82444 | Succeeded | 11-18-2019 1:20 PM ... | 11-18-2019 1:20 PM ... |
| ESS process to check Search Cloud Service availability | 82443 | Wait | 11-18-2019 1:23 PM ... | 11-18-2019 1:18 PM ... |
| Synchronize Notifications in Global Header | 82442 | Wait | 11-18-2019 1:22 PM ... | 11-18-2019 1:17 PM ... |
| Update Purchasing Keyword Search Index | 82441 | Wait | 11-18-2019 1:46 PM ... | 11-18-2019 1:17 PM ... |

US 1099 Supplier Exceptions Report, 82444: Details

Status Succeeded Schedule Start 11-18-2019 1:20 PM EST

Log

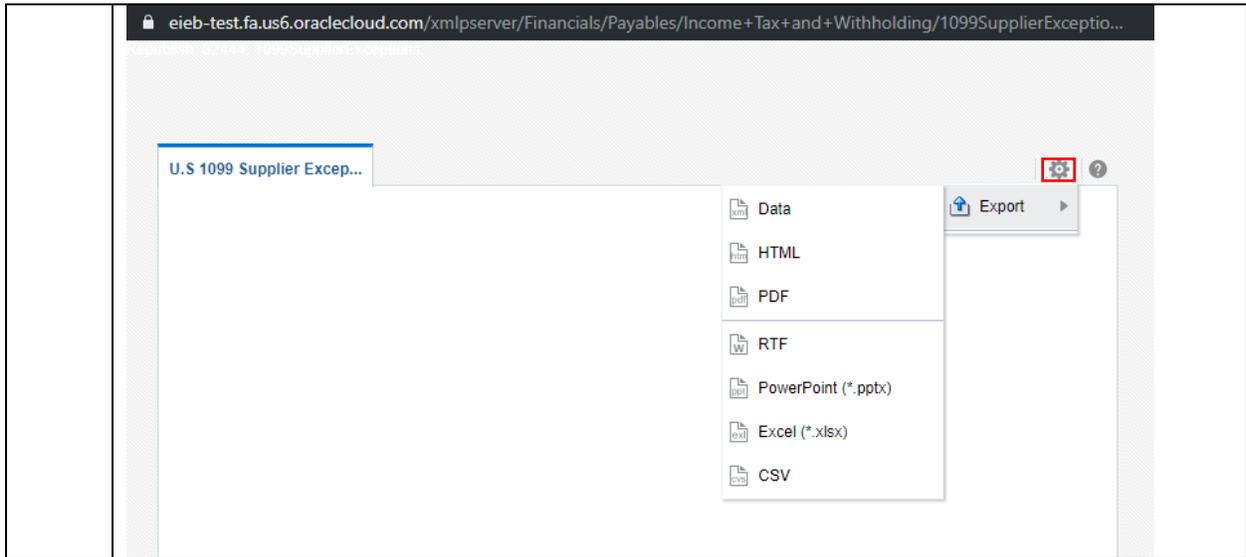
Attachment [ESS_L_82444](#)

Output

| Output Name | Template | Format | Locale | Time Zone | Calendar | St |
|--------------------|-------------------------------------|--------|-------------------------|--|----------|----|
| . Default Document | U.S 1099 Supplier Exceptions Report | PDF | English (United States) | (UTC-05:00) New York - Eastern Time (ET) | | |

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6 In the popup window, click the **Gear Icon** then under **Export** choose the desired file output



The output will download, and you will be able to open the file for review.



Ex:

ORACLE
Lucas Accrual

General Ledger Trial Balance
With Period Beginning Balance

Report Date 11-20-2019 2:48 PM

| Report Parameters | | | |
|--------------------------------|-----------------------------|-----------|----------|
| Data Access Set | Lucas Accrual | | |
| Ledger | Lucas Accrual | | |
| Ledger Currency | USD | | |
| Currency Type | Total | | |
| Entered Currency | | | |
| From Period | Oct-2019 | To Period | Oct-2019 |
| Zero Beginning of Year Balance | | | |
| Account Level | | | |
| Top Level Parent Account | | | |
| Account Class | All | | |
| Trial Balance Type | Detail | | |
| Account | GL Account Equals to 211000 | | |

ORACLE
Lucas Accrual

General Ledger Trial Balance
With Period Beginning Balance

Report Date 11-20-2019 2:49 PM

| Company | | | | | | | | | | | | | |
|------------------------------------|----------------|----------------|--------|---------------|--------|---------------|--------|-----------------|------------|-----------------|------------|---------------------|----------|
| Balancing Segment *1010 | | | | | | | | | | | | | |
| Account Segment *211000 | | | | | | | | | | | | | |
| Account | Account | Year Beginning | | Net Beginning | | Prior Periods | | Period Activity | | Ending Balances | | Net Ending Balances | |
| | | Debit | Credit | Debit | Credit | Debit | Credit | Debit | Credit | Debit | Credit | Debit | Credit |
| 1010.112001 | General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 56.00 | 56.00 | 56.00 | 56.00 | 0.00 | 0.00 |
| 00.211000.00 | Fund.Human | | | | | | | | | | | | |
| 1010.114001 | General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,022.28 | 5,439.28 | 2,022.28 | 5,439.28 | 0.00 | 3,417.00 |
| 00.211000.00 | Fund.Support | | | | | | | | | | | | |
| 1010.114001 | General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 39.00 | 0.00 | 39.00 | 0.00 | 39.00 | 0.00 |
| 50.211000.00 | Fund.Support | | | | | | | | | | | | |
| 1010.125001 | General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,023.00 | 0.00 | 100,023.00 | 0.00 | 22.00 | 0.00 |
| 00.211000.00 | Fund.Finance > | | | | | | | | | | | | |
| Total for Account | 211000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105,518.28 | 105,518.28 | 105,518.28 | 105,518.28 | 0.00 | 3,400.00 |
| Total for Balancing Segment | 1010 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105,518.28 | 105,518.28 | 105,518.28 | 105,518.28 | 0.00 | 3,400.00 |

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