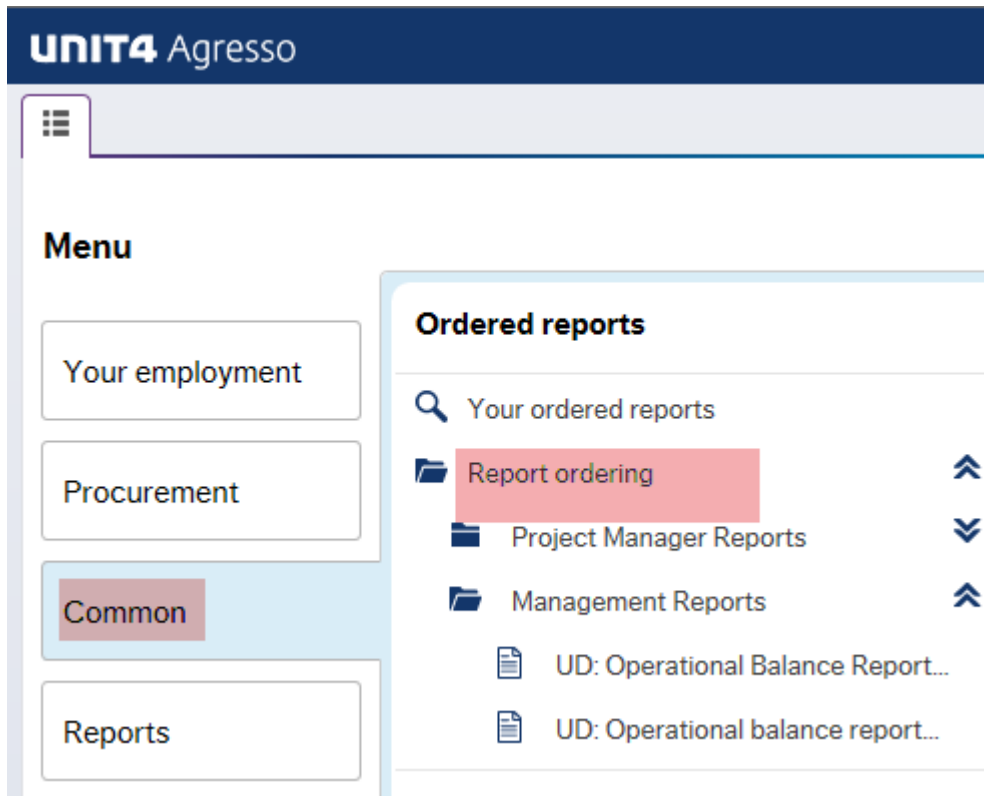


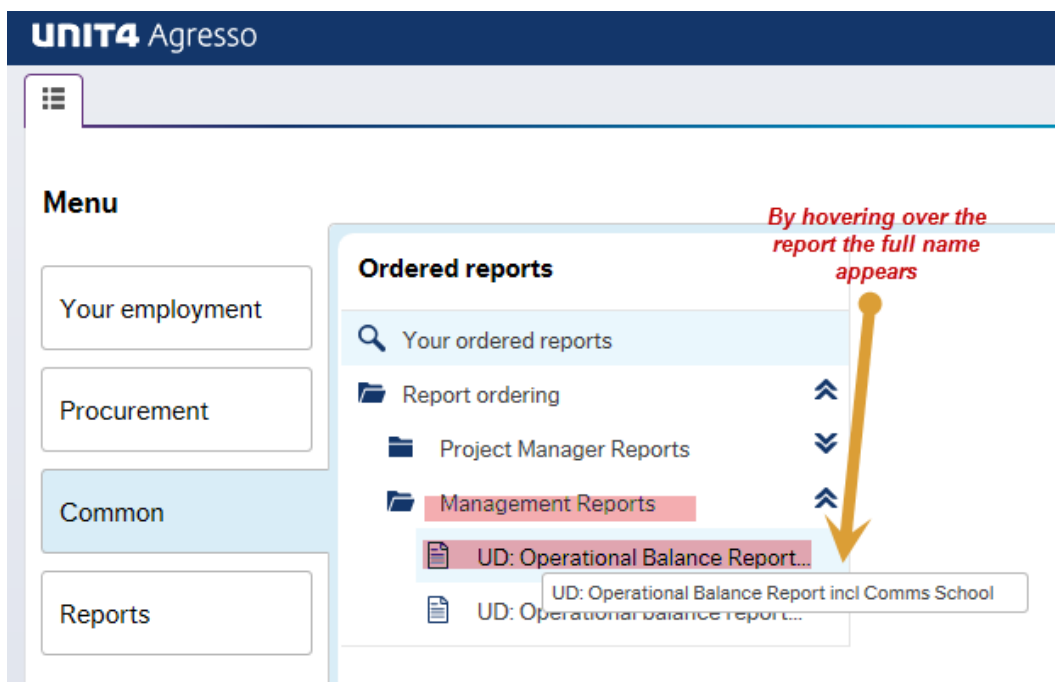
Step 1: Click on COMMON in the left menu bar as seen below:



Step 2. How to run a new report?

Navigate to the report you wish to run by clicking on COMMON in the left menu bar.

Go to the report you wish to run. As you can see from the below screenshot, when you hover your cursor over the report the full name appears:

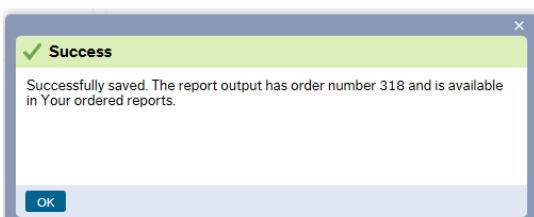


Enter the parameters as shown below:

The screenshot shows a web interface for configuring a report. At the top, a browser tab is titled "UD: Operational Balance Report incl Comms Scho...". Below this, the main heading is "UD: Operational Balance Report incl Comms School". There are two sections: "General parameters" (collapsed) and "Open parameters". The "Open parameters" section contains four input fields: "Start Yr Period" (value: 201600), "YTD Period up to" (value: 201606), "Year End Period" (value: 201612), and "School ID" (value: B01). A red arrow points to these fields with the text "Enter the paramaters". At the bottom, there are four buttons: "Save", "Your ordered reports", "Report variants", and "Export". Two red arrows point to the "Save" and "Your ordered reports" buttons with the following text: "Click Save Please note you may need to click this twice" and "Once Report is Saved click on 'Your Saved Reports'".

When the parameters are entered click on the 'Save' button. Please note that you may need to click this button twice.

You know when it has saved when you get a message like this:


















Excel Financial Management Reports

Once the report has saved click on the 'Your Ordered Reports'

Click the Refresh button on the bottom of the screen to refresh the screen until the Status of the report changes from 'Running' to 'Finished'

Once the Report is at status 'Finished', click the 'Show Report' icon. This is on the first column as shown below, this will open the report for you.

Your ordered reports *Click here to view the report once the Status is as Finished*

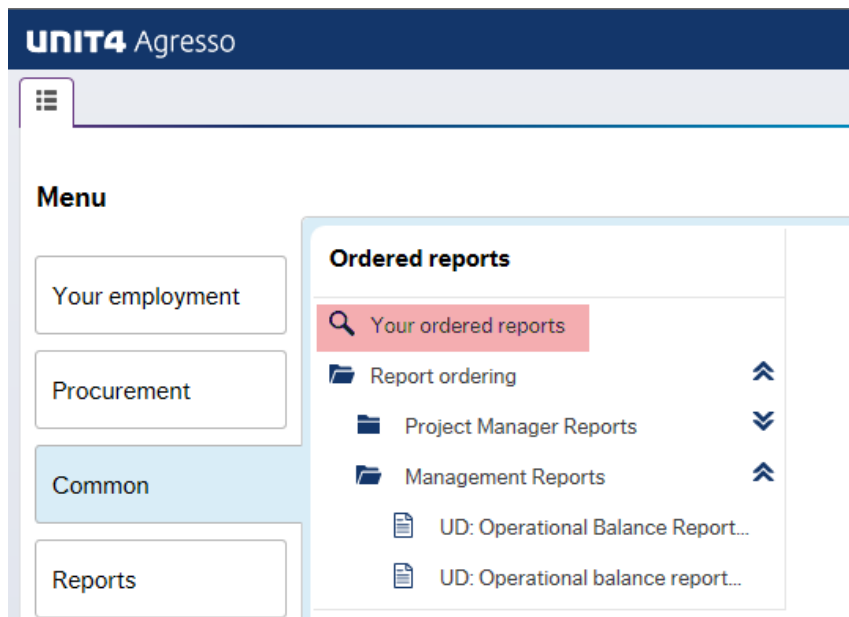
Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log	Filter
		UD: Operational Balance Report...	MOPBCC4	316	25/04/2016	25/04/2016	DEFAULT	mopbcc4a_3...	Finished			
		UD: Operational Balance Report...	MOPBCC4	315	25/04/2016	25/04/2016	DEFAULT	mopbcc4a_3...	Finished			
		UD: Operational balance report...	MOPBCC3	147	05/04/2016	05/04/2016	REPORTING	mopbcc3a_1...	Finished			
		UD: Operational balance report...	MOPBCC3	146	05/04/2016	05/04/2016	REPORTING	mopbcc3a_1...	Finished			
		UD: Operational balance report...	MOPBCC3	145	05/04/2016	05/04/2016	REPORTING	mopbcc3a_1...	Finished			

Click the REFRESH button at the bottom of the screen until the status of the report changes to Finished

Click the Refresh button to update the Status of the report

Refresh Clear Export

Step 3: To view reports that you have already run please click on 'Your Ordered Reports'



This will launch the below window. In order to view old reports click on the 'Show Report' icon in the first column:

