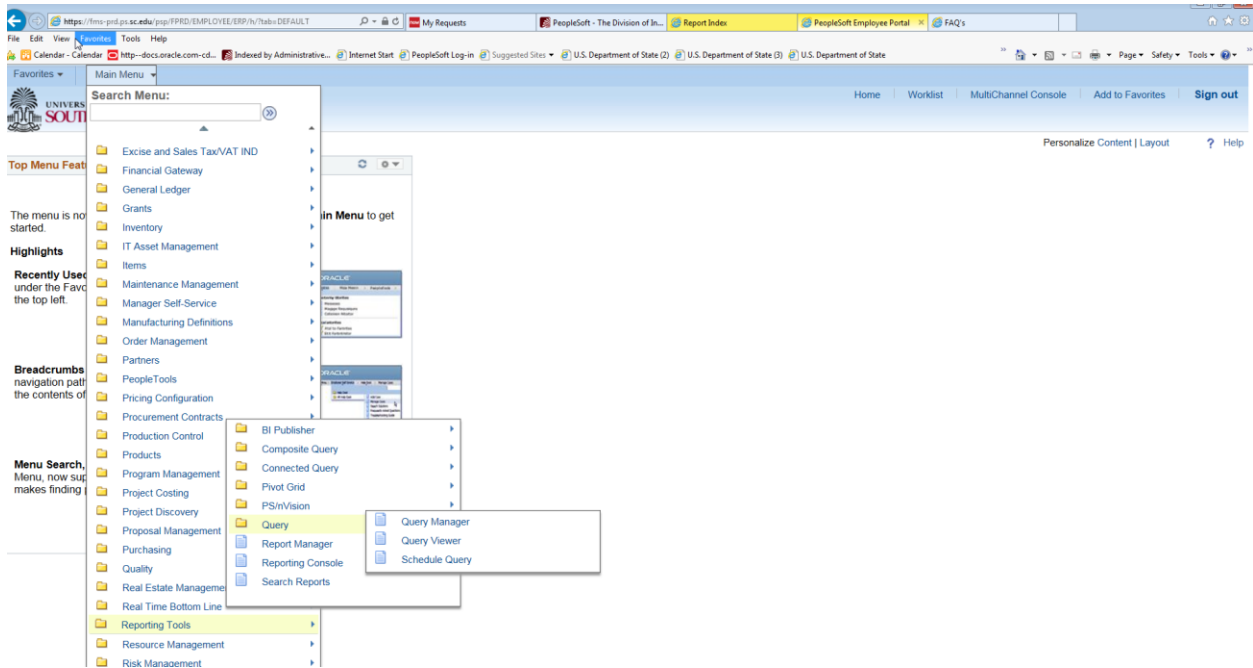
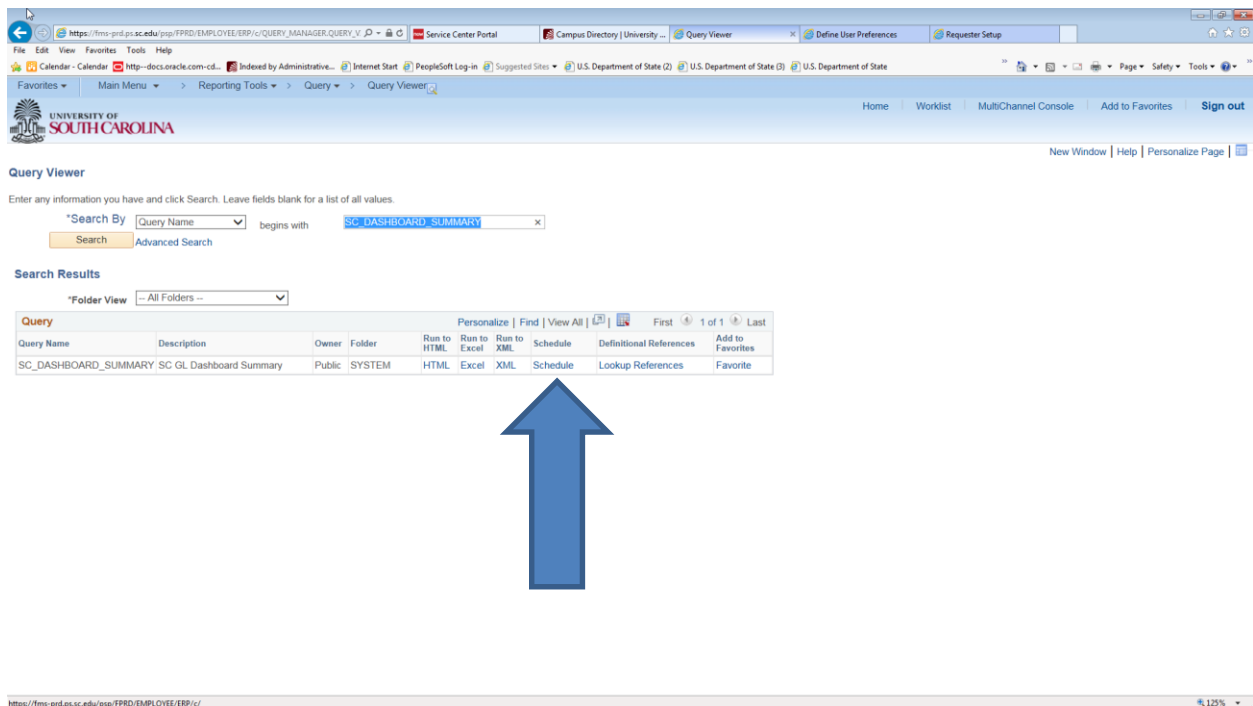


Main Menu > Reporting Tools>Query>Query Viewer

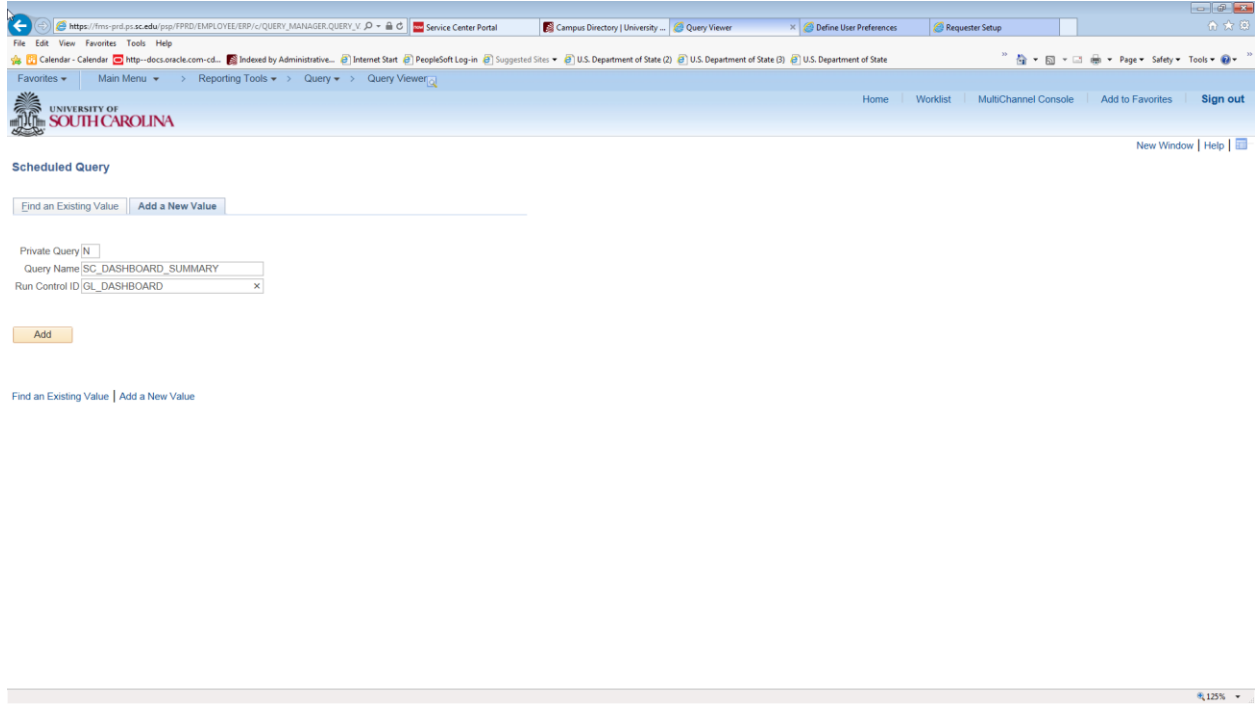


Then enter the query name “SC_GL_DASHBOARD_SUMMARY” and press “Search”

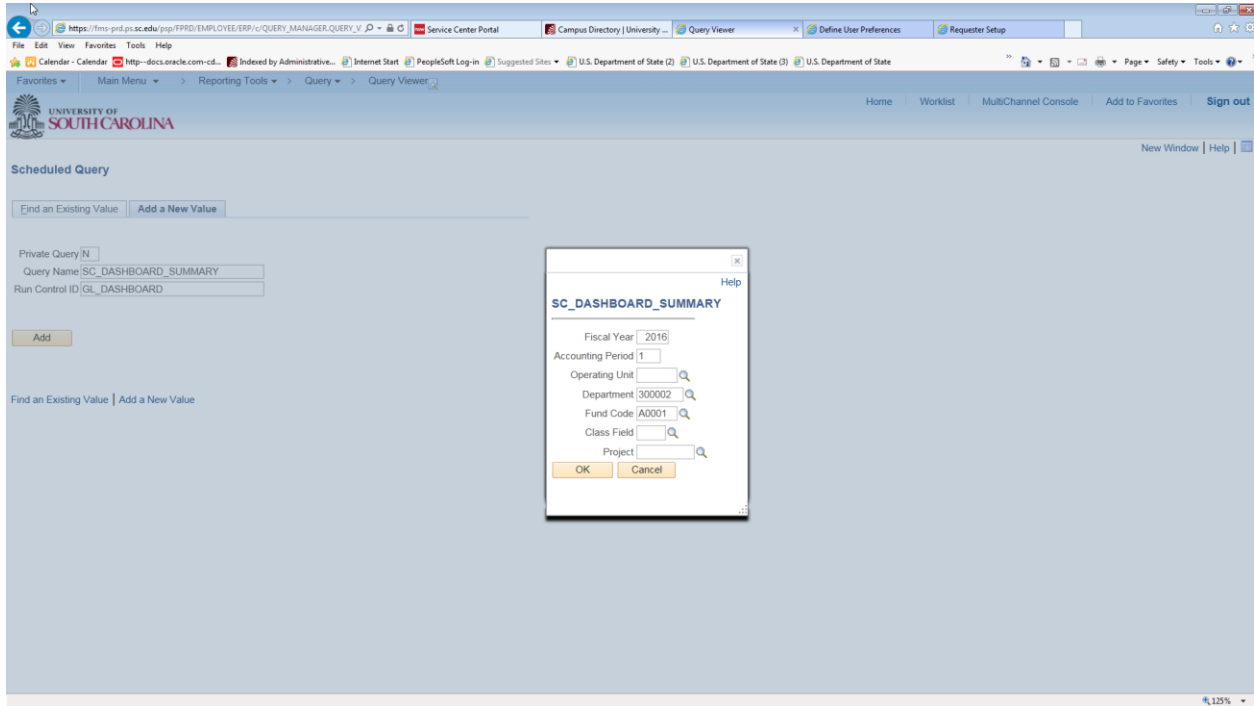


You then click the “Schedule”

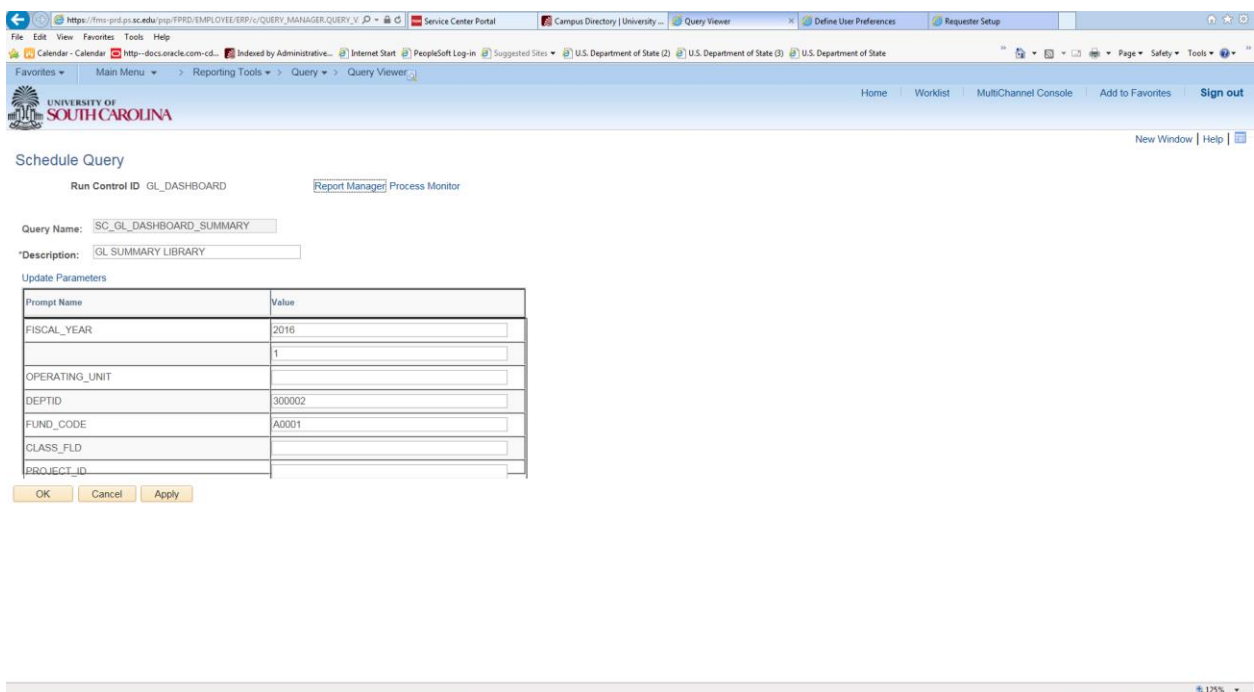
You then type a name for your Run Control ID, in the example, “GL Dashboard” was used. The user can choose the name. The name can’t have spaces. Then press “ADD”



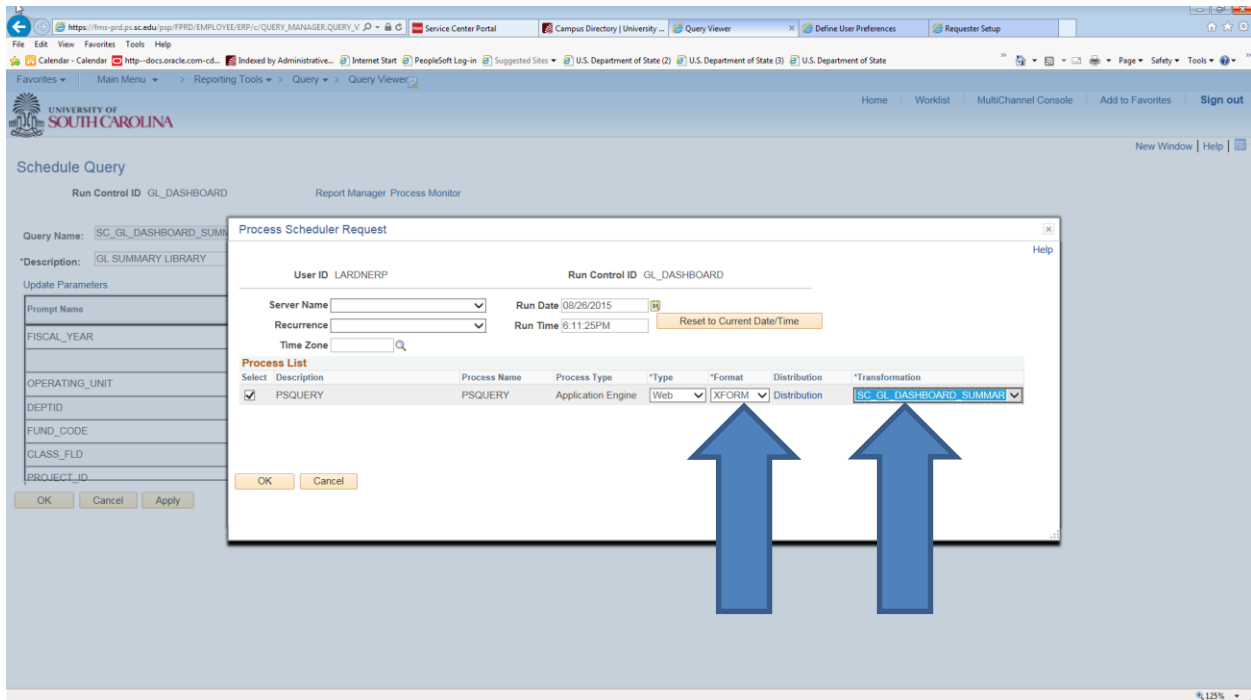
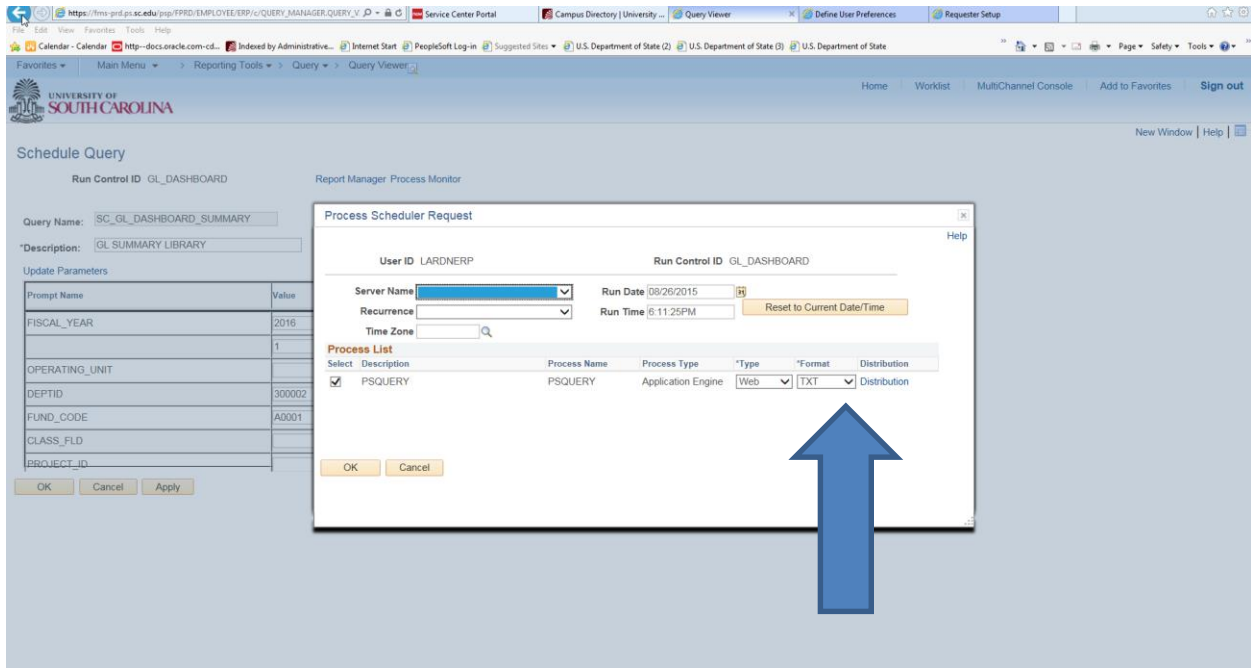
You can then enter the fiscal year, accounting period, operating unit, department, fund code, class field, or project. You can fill in any or all of these fields. The more you enter the more specific data. After you enter your fields press "OK". For the example, fiscal year, accounting period, department, fund were entered.



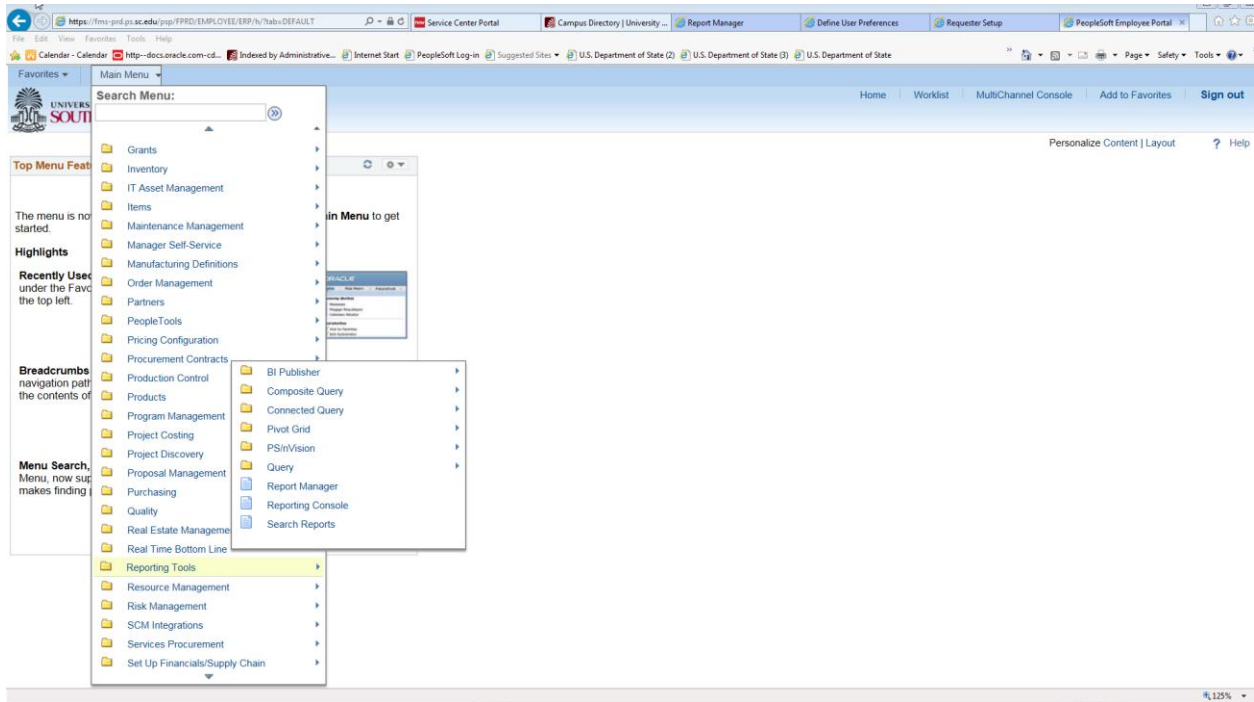
The schedule Query screen will ask for a "Description" and you name it anything you prefer and press "OK"



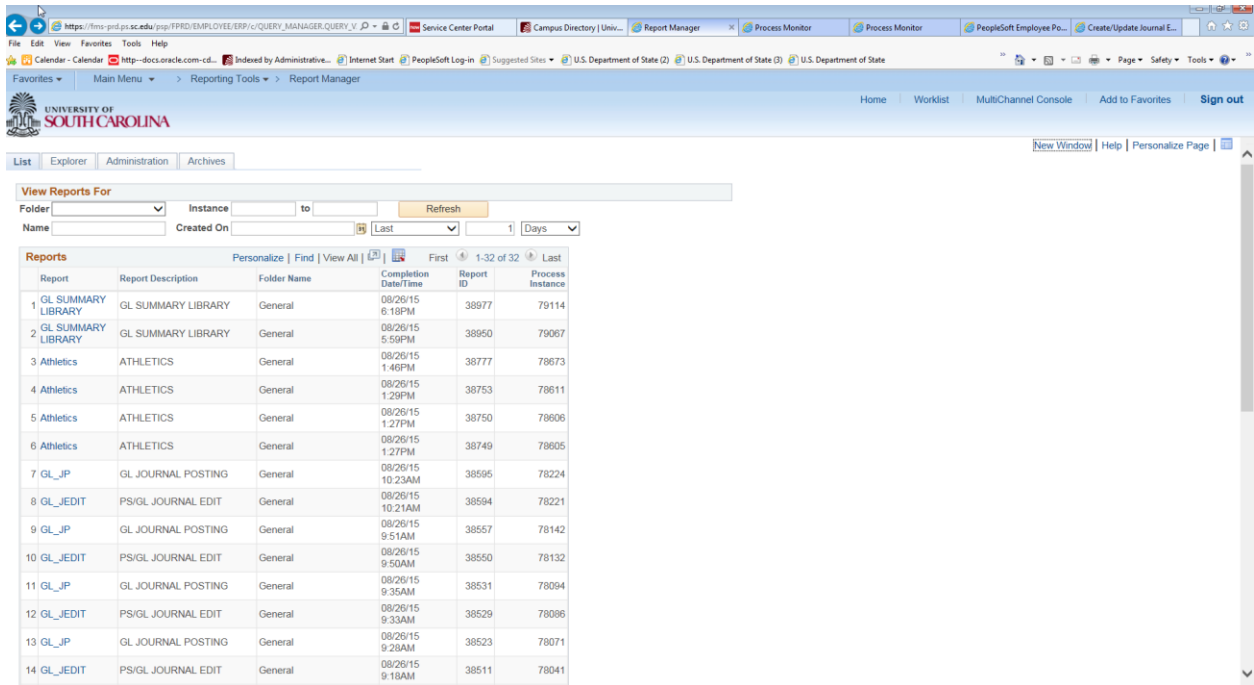
Change the Format to "XFORM" and put SC_GL_DASHBOARD_SUMMARY in transformation field and press "OK".



To view the report go Main menu >Reporting Tool>Report Manager



The report manager will have your report listed in the example “GL SUMMARY LIBRARY” and you click on the link. You don’t see the report in your list hit the “refresh” button until you see the report listed.



When you get to the screen below, you want to choose the SC_GL_DASHBOARD_SUMMARY link.

The screenshot shows a web browser window with the URL https://fmo-psd.ps.sc.edu/fprd/EMPLOYEE/ERP/c/QUERY_MANAGER_QUERY_V. The page header includes the University of South Carolina logo and navigation links like Home, Worklist, and Sign out. The main content area displays report information:

- Report ID:** 38977
- Process Instance:** 79114
- Name:** PSQUERY
- Process Type:** Application Engine
- Run Status:** Success

Below this, there is a section for 'GL SUMMARY LIBRARY' with a 'Distribution Details' table:

Distribution Node	DNODE	Expiration Date
		09/02/2015

Underneath is a 'File List' table:

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_79114.stdout	1,219	08/26/2015 6:18:08.897189PM EDT
AE_PSQUERY_79114.ltc	63,584	08/26/2015 6:18:08.897189PM EDT
AE_PSQUERY_79114_0826181803.AET	885	08/26/2015 6:18:08.897189PM EDT
SC_GL_DASHBOARD_SUMMARY-79114.HTM	17,427	08/26/2015 6:18:08.897189PM EDT

A blue arrow points to the 'SC_GL_DASHBOARD_SUMMARY-79114.HTM' row. Below the file list is a 'Distribute To' section with a table:

Distribution ID Type	*Distribution ID
User	LARDNERP

Your report should come up on your screen.