AccessOnline Report Scheduler

Introduction

Report Scheduler provides users with a time-saving tool by automatically running recurring reports based on their business needs (i.e., daily, weekly, monthly or annually).

Recommended Reports to Schedule

Cash Advance – Schedule a weekly or monthly review of cash advance for fraud/misuse detection.

Account List – Schedule a monthly review of single purchase limits, credit limits, and accounts that need to be closed.

Account Status Change – Schedule a weekly review for traveler profile updates.

Declined Transaction Authorizations – Although this report cannot be scheduled, we recommend running the report weekly to determine needed corrective action (e.g. limit increases, MCC group changes, user education).

Request Status Queue – Schedule a weekly review for misuse detection, traveler profile maintenance, and determining need for user education.

Transaction Detail – Schedule a monthly review for fraud/misuse detection.

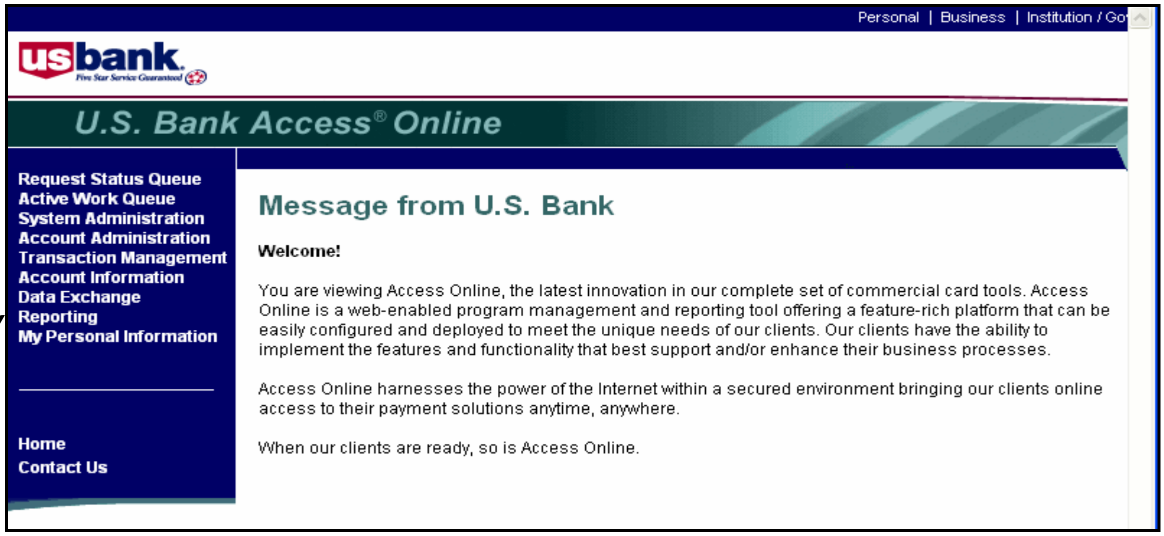
System User List – Although this report cannot be scheduled, we recommend running the report weekly to ensure users have a business need to access the system and are set up for the correct hierarchy and functional entitlements.

How to Schedule an AccessOnline Report

1. **Sign on to AccessOnline.** AccessOnline is available at https://access.usbank.com/cpsApp1/index.jsp. You must be assigned a user ID and password to sign in. Contact your department's program administrator if you have a business need to use AccessOnline.

2. Schedule your report.

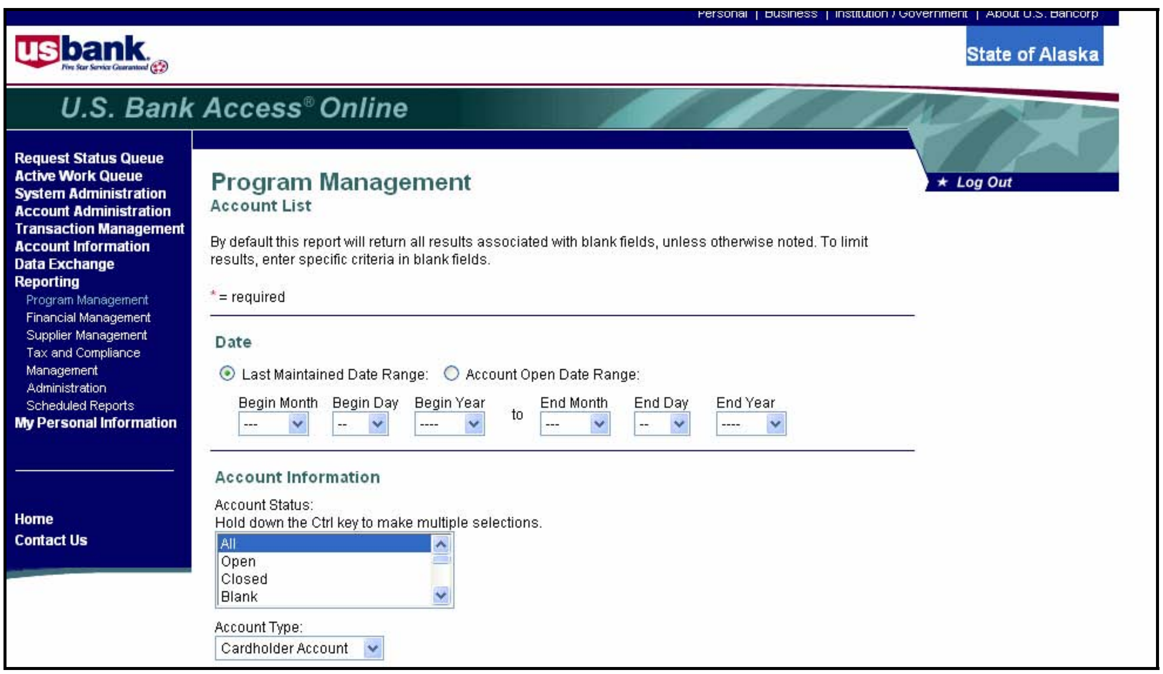
From the left column blue navigation bar, click on **Reporting.**



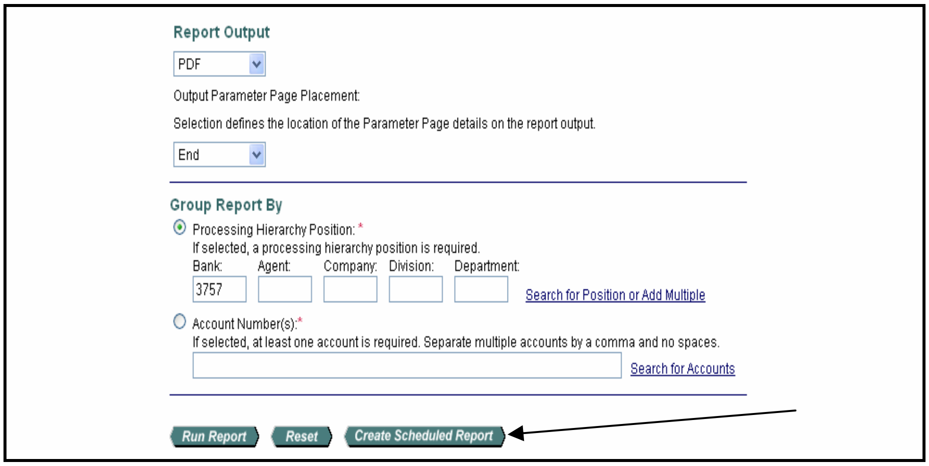
From the Reporting screen, click on the type of report you want to run.

From the report type screen, click on the report you want to run.

Complete the fields on the report screen to enter or select criteria.



At the bottom of the screen, click on **Create Scheduled Report**.

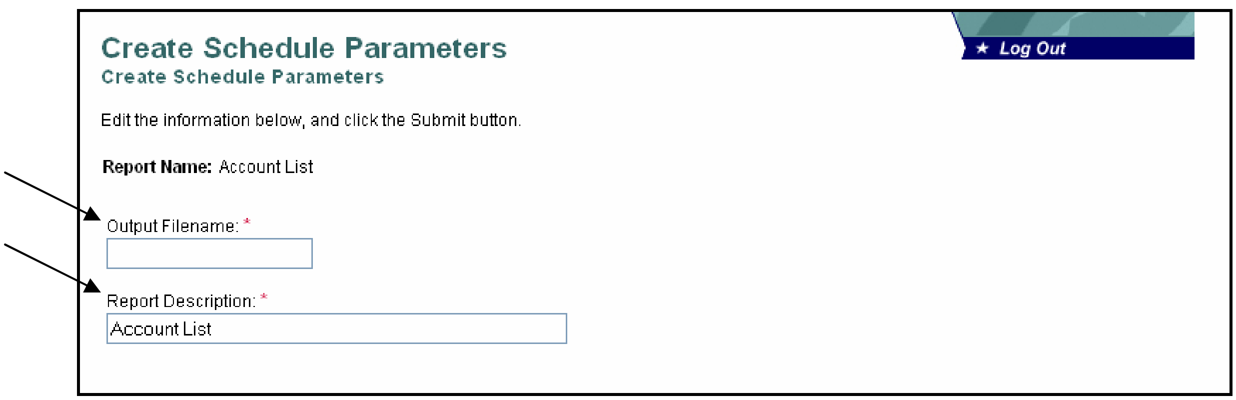


On the Create Schedule Parameters screen, complete the following required fields:

- Output Filename – Enter a user defined name.

  ***NOTE**: Output filename cannot contain the following special characters: ~, `, @, #, %, ^, &, *, =, {, [, },], |, \, :, ", ', <, >, ?, /, or a space.*

- Report Description – Defaults to the report name. The name may be completely changed or expanded.



- Report Frequency – Select Once, Daily, Weekly, Monthly, Quarterly or Yearly.

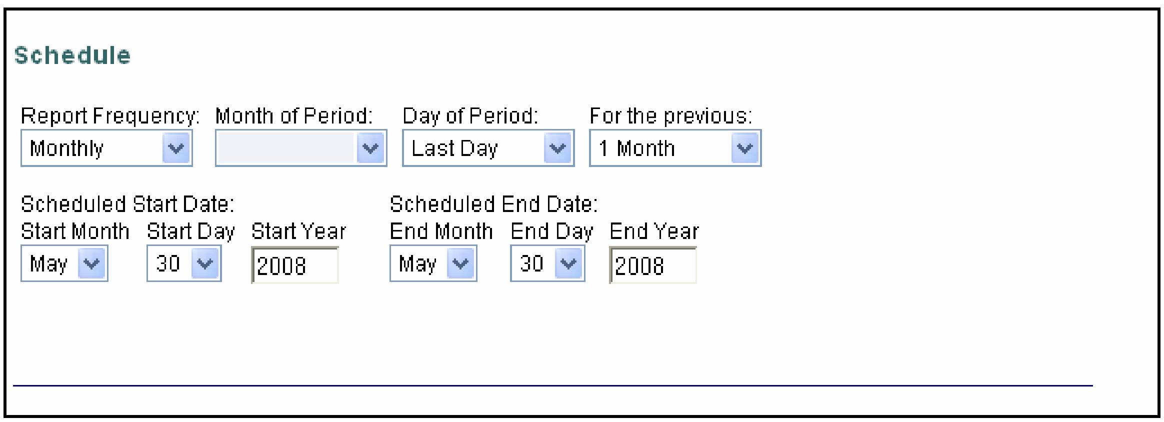
- Month of Period –
  For **quarterly**, select 1^{st} month, 2^{nd} month, or 3^{rd} month.
  For **yearly**, select January through December.

- Day of Period –
  For **weekly**, select Monday through Friday.
  For **monthly**, **quarterly**, and **yearly**, select First Day, 2^{nd} through 31^{st} day, or Last Day.

- For the previous –
  For **weekly**, select 1 week, 2 weeks, 3 weeks, or 4 weeks.
  For **monthly**, select 1 month through 24 months.
  For **quarterly**, select 1 Quarter, 2 Quarters, 3 Quarters, or 4 Quarters.
  For **yearly**, select 1 year or 2 years.

- Scheduled Start Date – Select any Month, Day and Year.

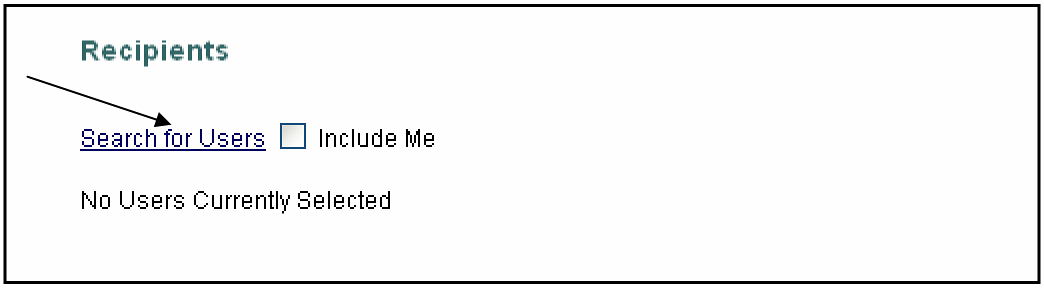
- Scheduled End Date – Select any Month, Day and Year.



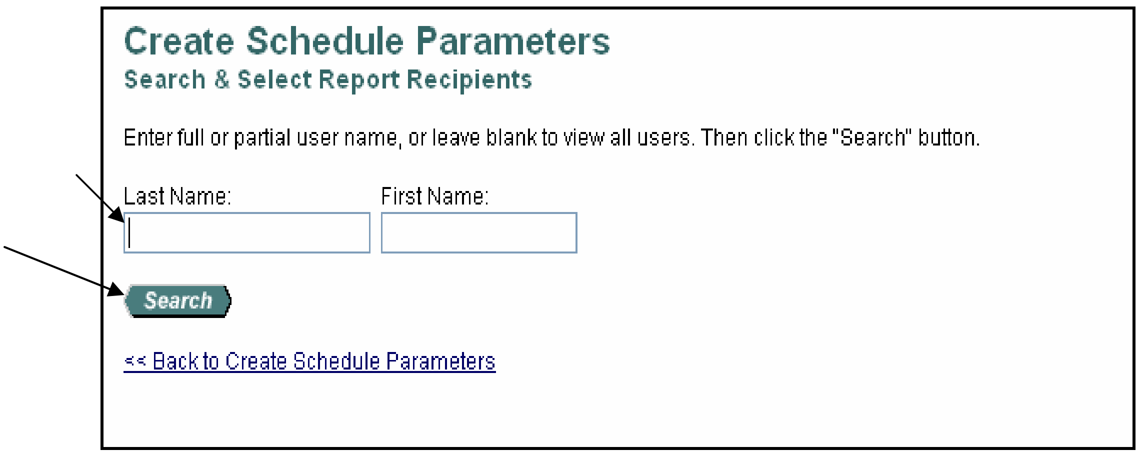
The following table identifies the fields that are available for each report frequency.

Frequency	Month of Period	Day of Period	For the previous	Scheduled Start Date	Scheduled End Date
Once	N/A	N/A	N/A	**Available**	N/A
Daily	N/A	N/A	N/A	**Available**	**Available**
Weekly	N/A	**Available**	**Available**	**Available**	**Available**
Monthly	N/A	**Available**	**Available**	**Available**	**Available**
Quarterly	**Available**	**Available**	**Available**	**Available**	**Available**
Yearly	**Available**	**Available**	**Available**	**Available**	**Available**

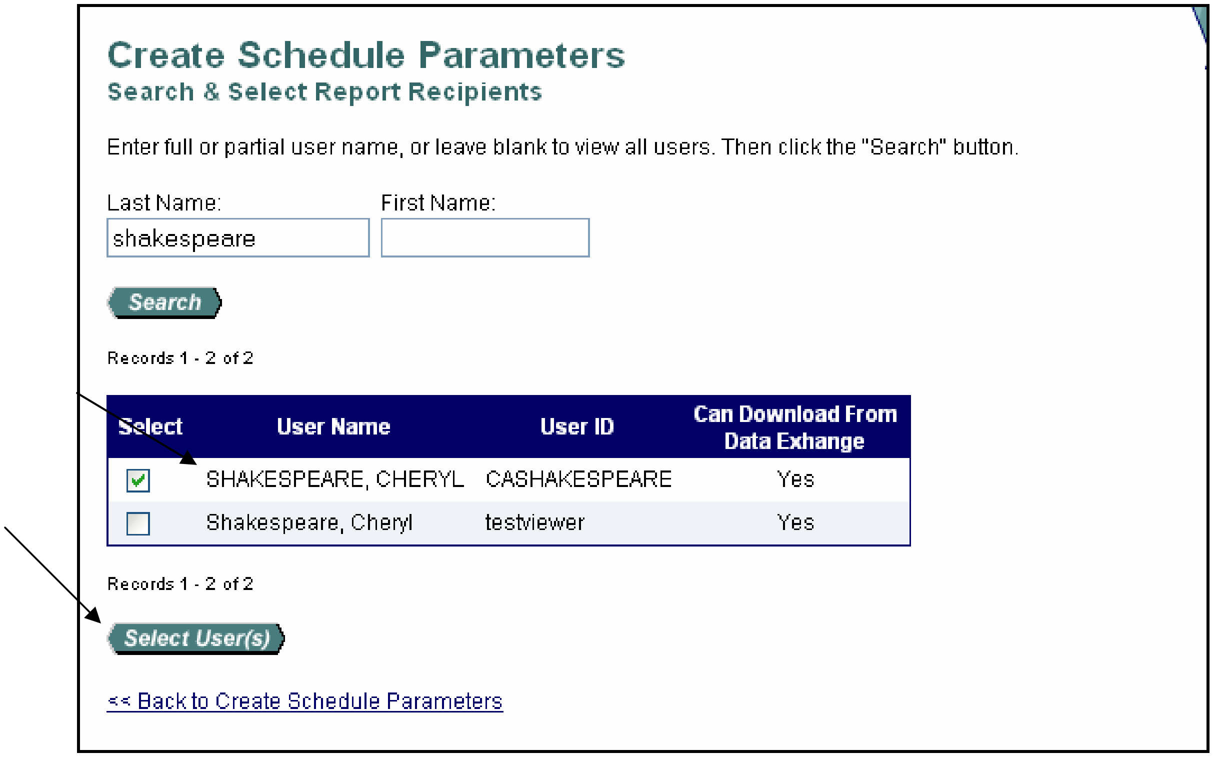
Click on the **Search for Users** link.



On the Create Schedule Parameters, Search & Select Report Recipients screen, enter the full or partial last name and click on the **Search** button to display users beginning with the entered criteria. You can leave the Last Name and First Name fields blank and click on the **Search** button to display all users you have authority to view.

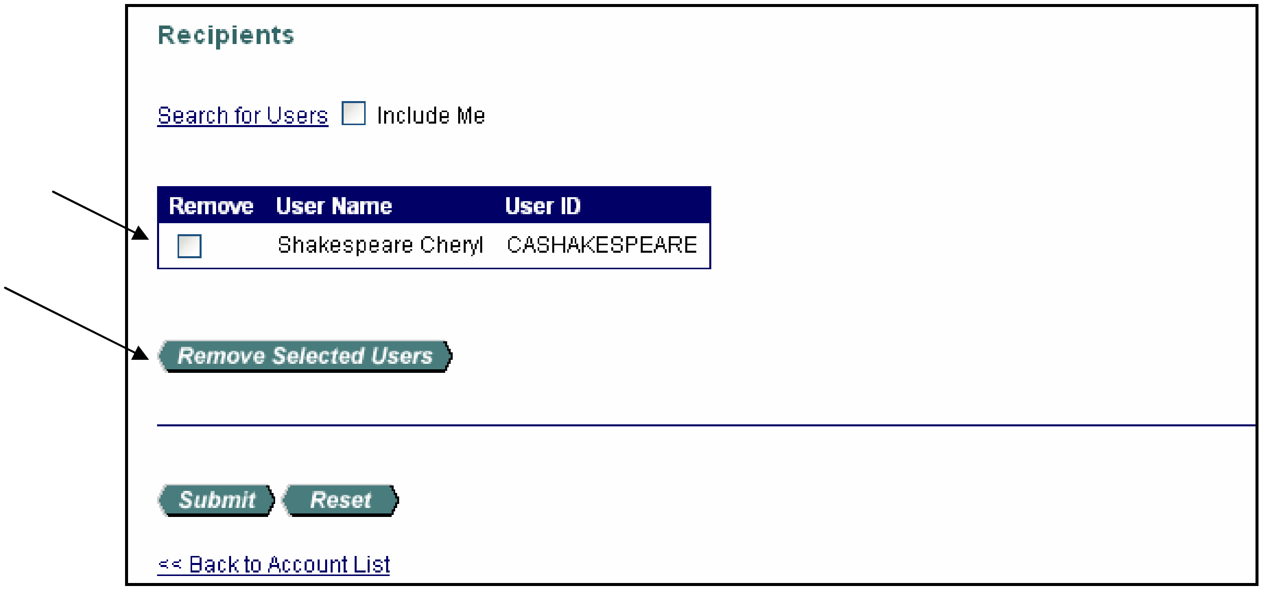


On the Create Schedule Parameters, Search & Select Report Recipients screen, select the users that will receive the scheduled report and click on the **Select User(s)** button. The names selected will display on the Create Schedule Parameters screen.



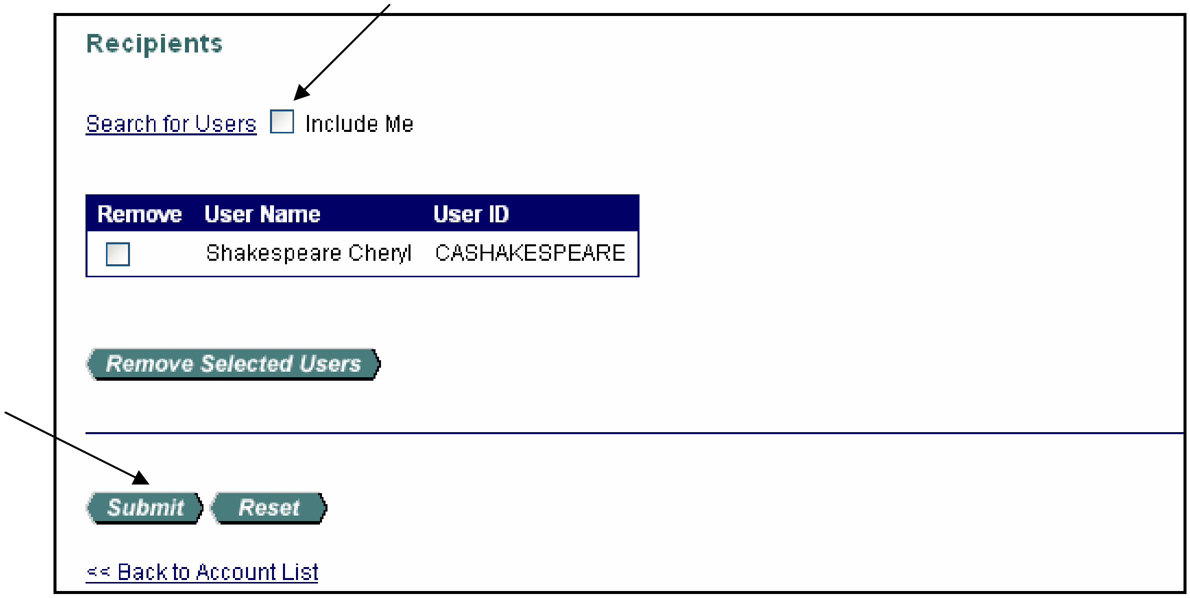
Review the list of recipients. If you need to remove a recipient from the list, select the user and click on the **Remove Selected Users** button.

NOTE: *If you remove recipients, you will need to re-enter the scheduled report fields for the options you want.*

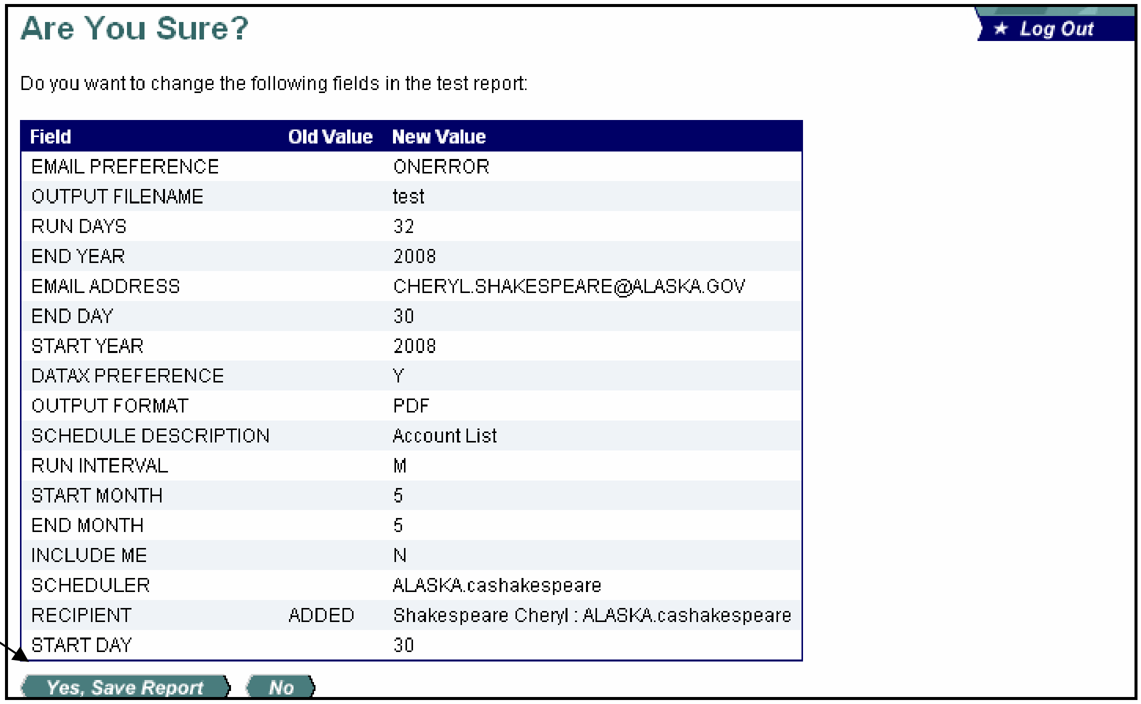


If you want to receive the report, click on **Include Me**.

Click on the **Submit** button to schedule the report.



The “Are You Sure?” screen displays. Verify that the report request is correct and click on the **Yes, Save Report** button.



Are You Sure?

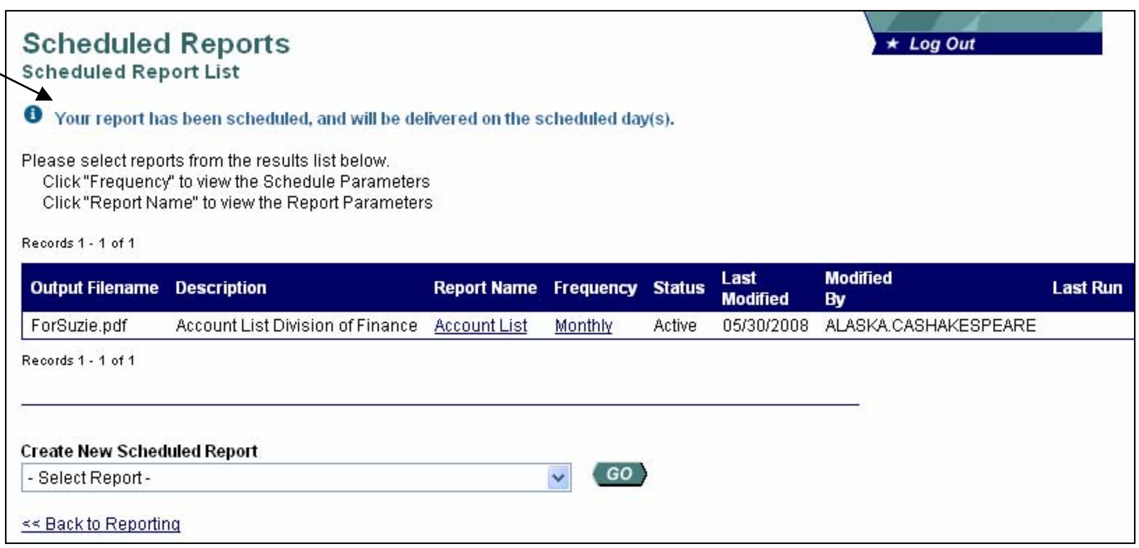
★ Log Out

Do you want to change the following fields in the test report:

Field	Old Value	New Value
EMAIL PREFERENCE		ONERROR
OUTPUT FILENAME		test
RUN DAYS		32
END YEAR		2008
EMAIL ADDRESS		CHERYL.SHAKESPEARE@ALASKA.GOV
END DAY		30
START YEAR		2008
DATAX PREFERENCE		Y
OUTPUT FORMAT		PDF
SCHEDULE DESCRIPTION		Account List
RUN INTERVAL		M
START MONTH		5
END MONTH		5
INCLUDE ME		N
SCHEDULER		ALASKA.cashakespeare
RECIPIENT	ADDED	Shakespeare Cheryl : ALASKA.cashakespeare
START DAY		30

Yes, Save Report | No

If you are successful, the Scheduled Reports, Scheduled Report List screen displays with the message “Your report has been scheduled, and will be delivered on the schedule day(s).”



Scheduled Reports

Scheduled Report List

★ Log Out

Your report has been scheduled, and will be delivered on the scheduled day(s).

Please select reports from the results list below.
Click "Frequency" to view the Schedule Parameters
Click "Report Name" to view the Report Parameters

Records 1 - 1 of 1

Output Filename	Description	Report Name	Frequency	Status	Last Modified	Modified By	Last Run
ForSuzie.pdf	Account List Division of Finance	Account List	Monthly	Active	05/30/2008	ALASKA.CASHAKESPEARE	

Records 1 - 1 of 1

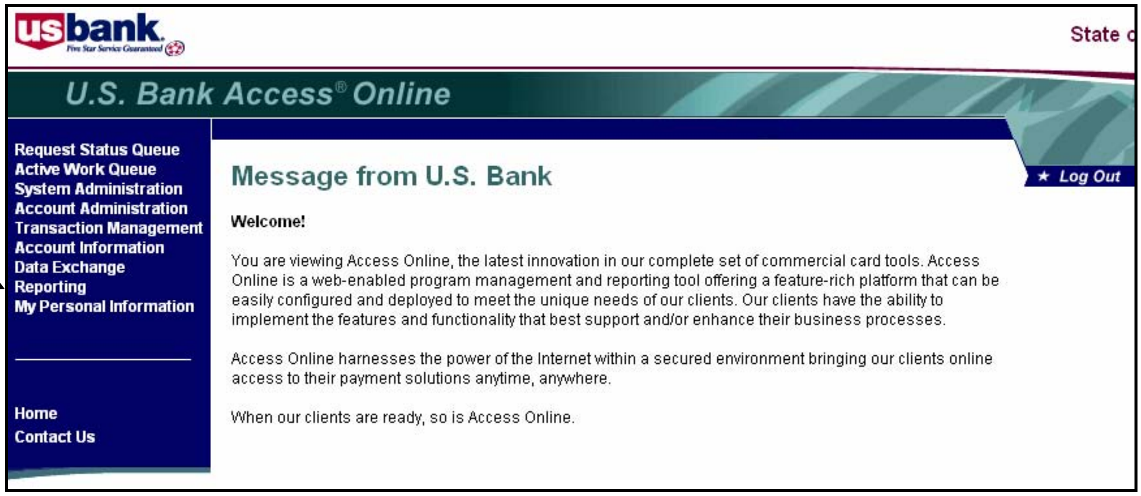
Create New Scheduled Report

- Select Report - | GO

<< Back to Reporting

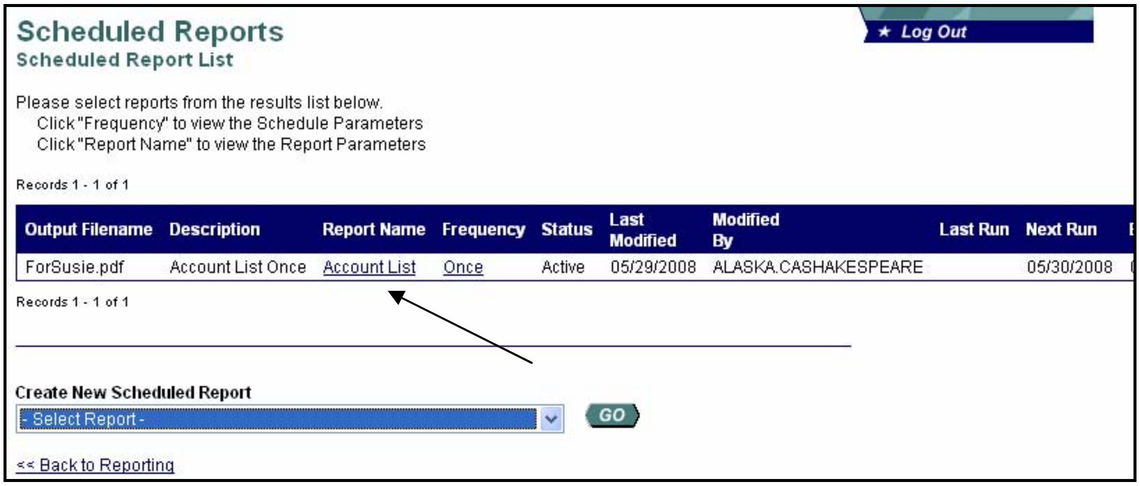
3. View and maintain your current scheduled reports.

From the left column blue navigation bar, click on **Reporting.**

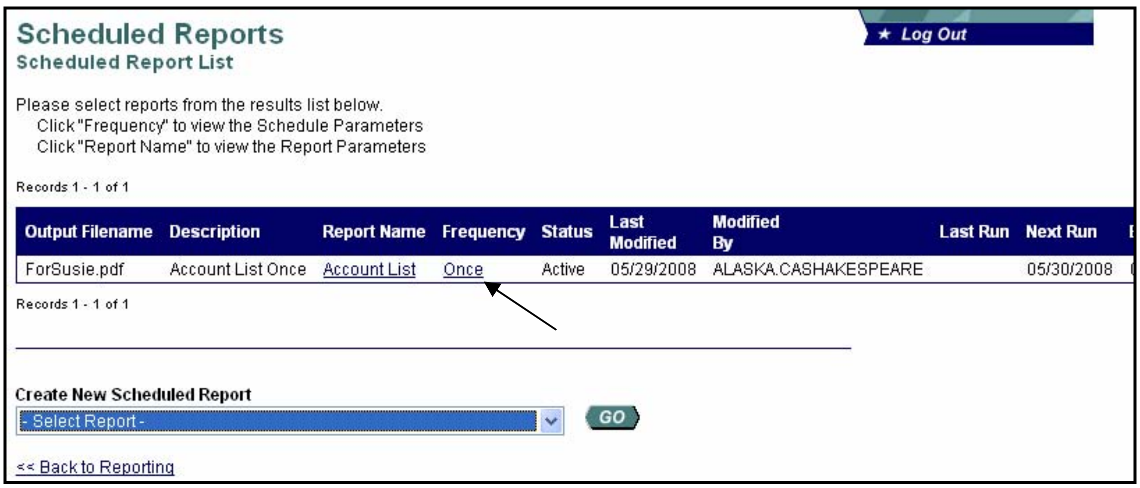


From the Reporting screen, click on **Scheduled Reports**.

Click on the report name link to view/update the report with the report parameters.

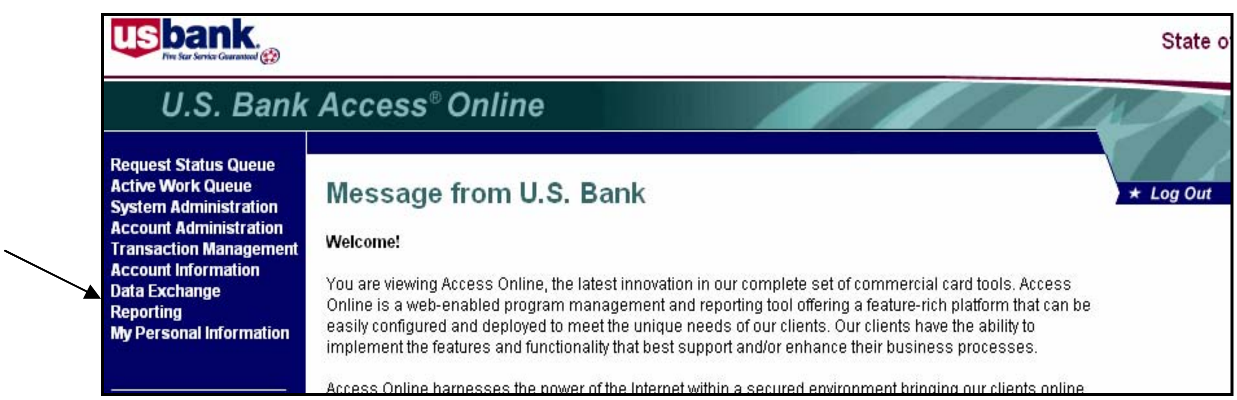


Click on the frequency link to view/update the scheduled parameters for the report.

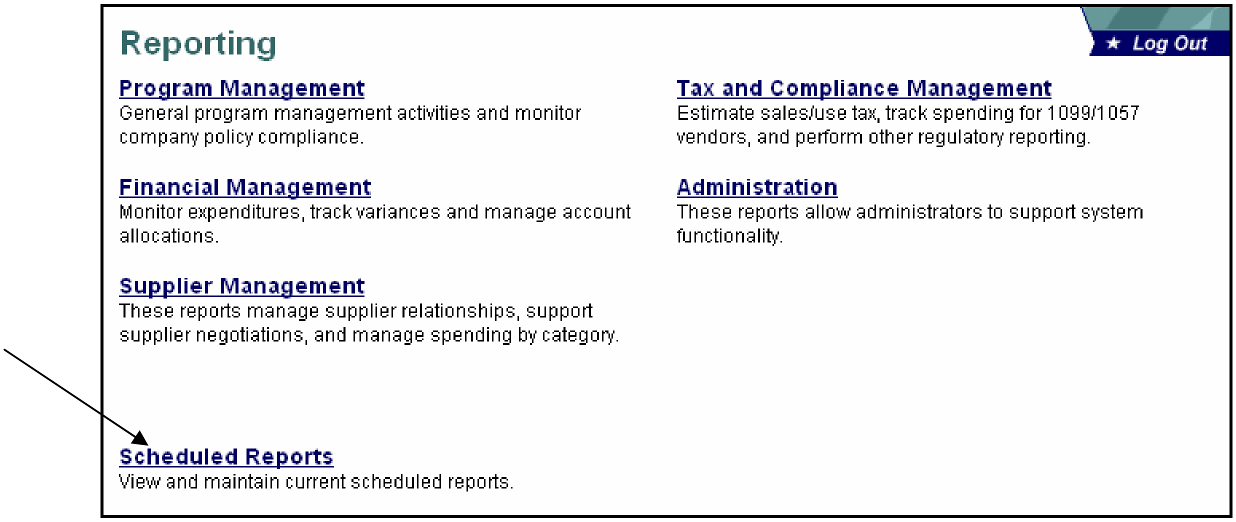


4. Delete a scheduled report.

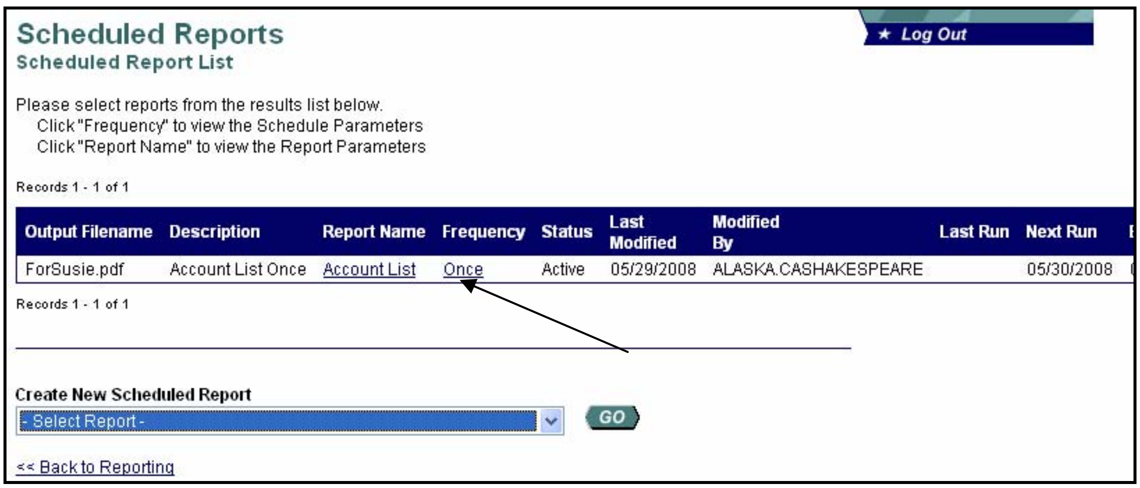
From the left column blue navigation bar, click on **Reporting.**



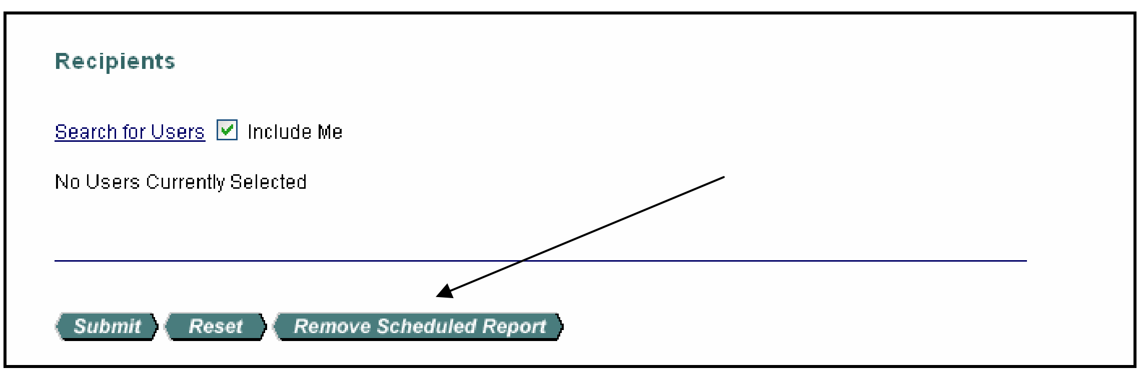
From the Reporting screen, click on **Scheduled Reports**.



From the Scheduled Reports, Scheduled Report List screen, click on the frequency link.



On the Schedule Reports, Maintain Schedule Parameters screen, click on the **Remove Scheduled Report** button.



On the "Are You Sure?" screen, click on the **Yes, Remove Report** button. The Scheduled Reports, Scheduled Report List screen displays with the Output Filename removed.