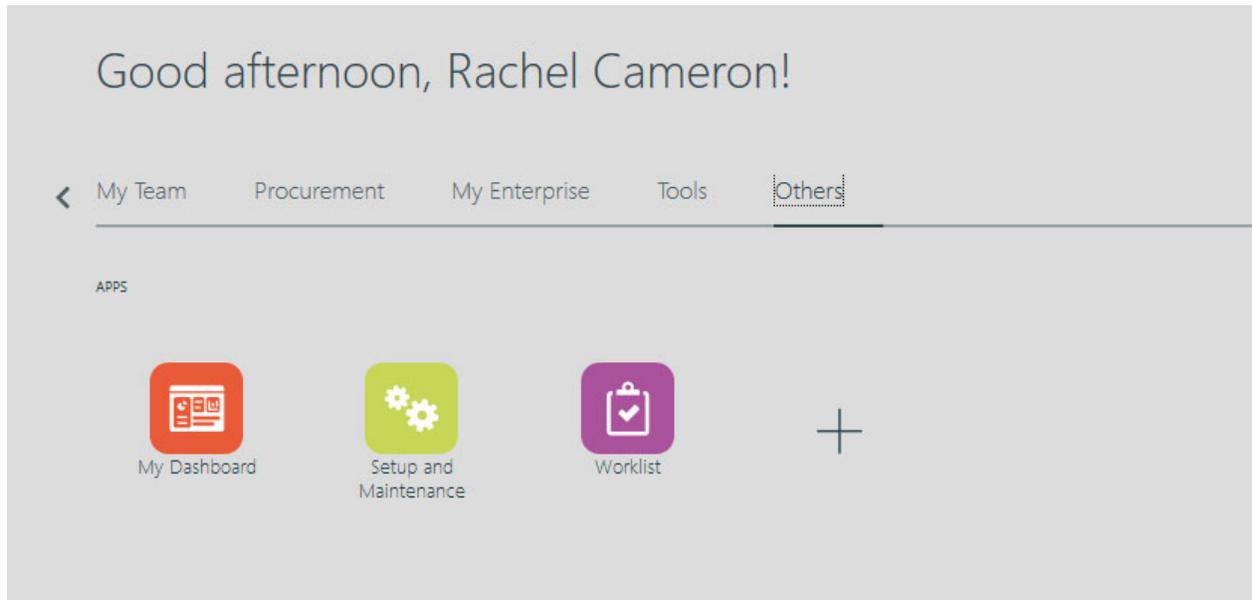


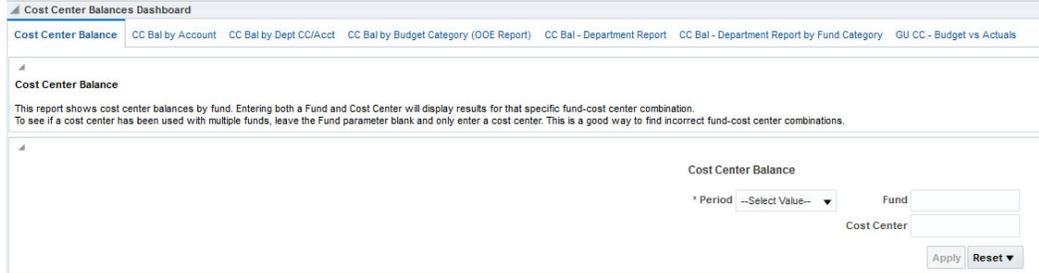
Job Aid

Scheduling Departmental Cost Center Balance Reports



This Job Aid walks through the process of scheduling the CC Bal – Department Report or CC Bal – Department Report by Fund Category on My Dashboard to be delivered via e-mail.

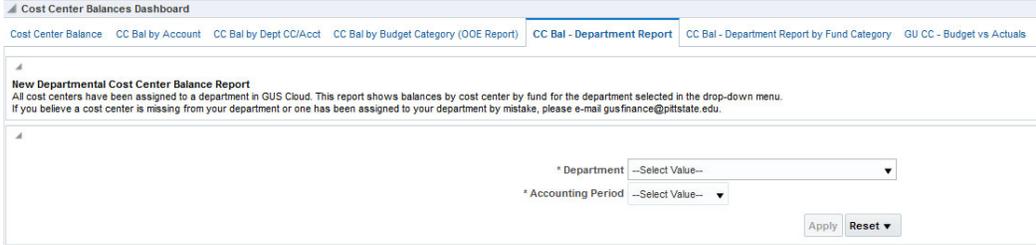
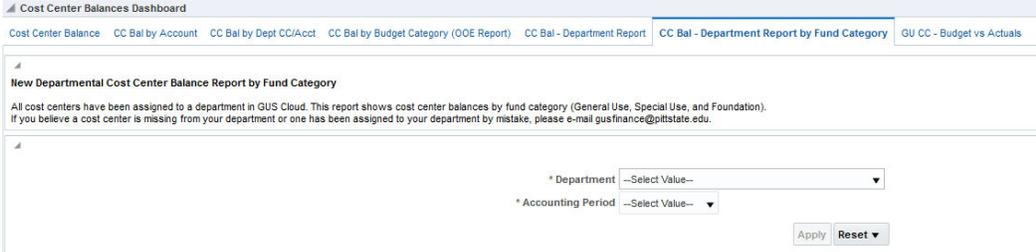
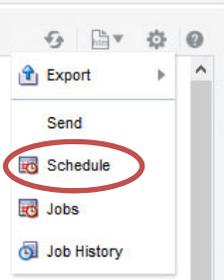


Step	Action
1.	<p>Navigate to My Dashboard via the GUS Cloud Home Page or Navigator Menu under 'Others'.</p> 
2.	<p>Locate and expand the Cost Center Balances Dashboard</p> 

Job Aid

Scheduling Departmental Cost Center Balance Reports

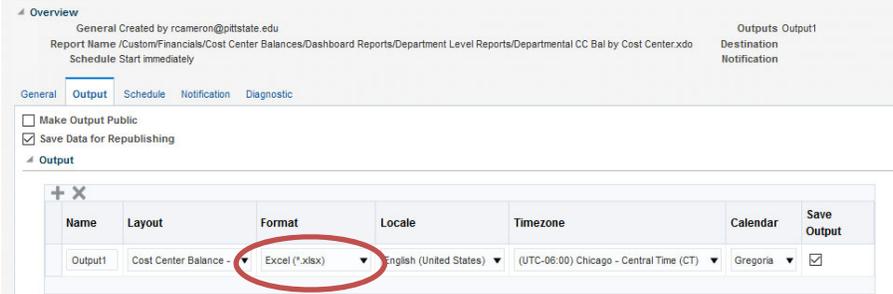
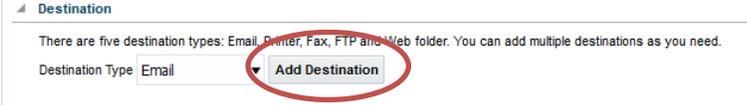
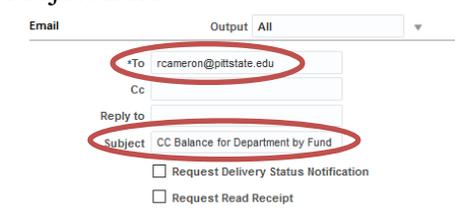


Step	Action
3.	<p>To view cost center balances choose the CC Bal – Department Report tab.</p>  <p>To view cost center balances by Fund Category (General Use, Special Use, Foundation) choose the CC Bal – Department Report by Fund Category tab.</p> 
4.	<p>Click the Actions button for the desired report.</p> 
5.	<p>Choose Schedule from the menu.</p> 

Job Aid

Scheduling Departmental Cost Center Balance Reports

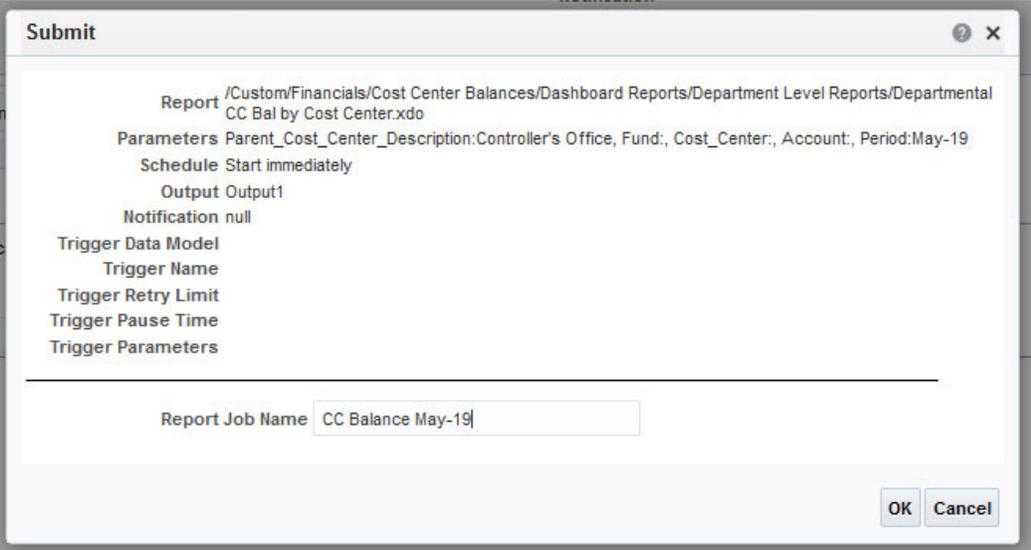
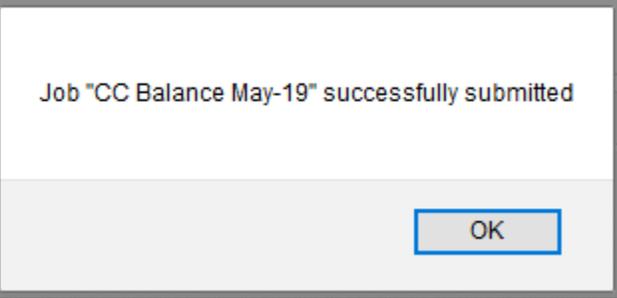
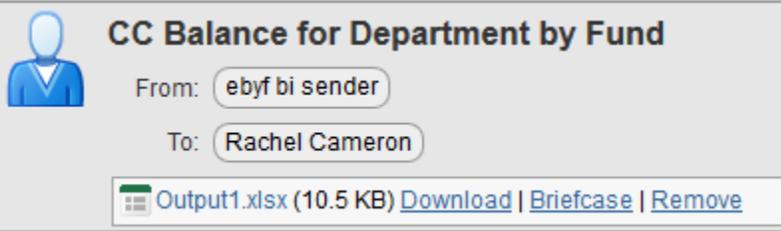


Step	Action
6.	<p>On the General tab, input the parameters Parent_Cost_Center_Description and Period. Note that the Parent_Cost_Center_Description is the department name.</p> 
7.	<p>On the Output tab under the Output section, choose the desired output format (HTML, PDF, Excel)</p>  <p>Also on the Output tab under the Destination section, click the Add Destination button.</p>  <p>Enter the desired e-mail address in the To field and an e-mail subject in the Subject field.</p> 

Job Aid

Scheduling Departmental Cost Center Balance Reports



Step	Action
8.	<p>Click Submit to run the report. A submit box will pop up requiring a report job name. Enter a short name in the Report Job Name Field, and click OK.</p> 
9.	<p>A new box will pop up stating that the job has been successfully submitted. Click OK.</p> 
10.	<p>An e-mail with the report will be delivered to the e-mail address entered in step 7. This may take several minutes depending on the size of the report and the number of cost centers included.</p> 

Job Aid

Scheduling Departmental Cost Center Balance Reports



Step	Action
11.	Open the e-mail attachment in the format chosen in Step 7.
12.	You have reached the end of the Scheduling Departmental Cost Center Balance Reports job aid.