CRYSTAL REPORTS---Schedule Reports

To access Crystal Reports: type crystal.fitchburgstate.edu into a new browser

Log in using your University credentials

Approve your Duo notification

Go to the Departments-Financial Reporting Folder

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Folders			Sele	ected Folder				
I My Subscribed Alerts	Public Folders / Crystal Reports - PROD /						℃ + ⊥ … 🔳	
✓ I Public Folders								
> 📲 Auditing	Title A	Favorites A	Туре	Last Run	Instances	Description	Last Updated	
	Capital Planning		Folder				Jan 7, 2019 10:14 AM	000
Crystal Reports - PROD	Departments - Financial Reporting		Folder				Jan 17, 2023 8:09 AM	000
> 📧 Capital Planning	Finance		Folder			Contains all production	Oct 11, 2022 7:59 AM	000
> 🖻 Departments - Financial Reporting								

- 1. Click on the 3 dots to the far right of the report.
- 2. At the prompt, click 'Schedule'

Folders			Selec	ted Folder					VIEW
✓ ™ Crystal Reports - PROD	Public Folders / Crystal Reports - PR	D / Departm	ients - Fi	nancial Reporting /		(℃ + ⊥ …		View Latest Instance Copy Opendoc Link
	Title		Ту	Last Run	Inst	De	Last Updated		Properties
	DEPT_Budget_Comparison_Report		Cr		0		Nov 3, 2022 6:00	000	Schedule
	DEPT_Budget_Worksheets		Cr		0		Nov 3, 2022 6:00	***	Mahila Danastias
	DEPT_Department_Actuals_By_Fund		Cr		0		Nov 3, 2022 6:00		Mobile Properties
> 📧 Departments - Financial Reporting	DEPT_Department_Invoice_Activity_R		Cr		0		Nov 3, 2022 6:00		History
	DEPT_Department_Operating_Report		Cr	Nov 28, 2022 8:2	6326		Nov 21, 2022 12:	000	Categories
	DEPT_Department_Revenue_Report		Cr		0		Nov 3, Click here for act	ions on the row	
	DEPT_Negative_Budget_Pools		Cr		0		Nov 3, 2022 6:00	***	Mark As Favorite
	DEPT_Outstanding_Encumbrances		Cr		0		Nov 3, 2022 6:00	000	Details
	DEPT_Selected_Vendor_Detail		Cr		0		Nov 3, 2022 6:00	000	Organize
	DEPT Vendor Invoice Detail Report		Cr		0	sho	Nov 3, 2022 6:00	000	Olganize

NEXT PAGE:

- 3. Click on 'Report Features'
- 4. Click 'Edit Values' Click 'OK' when done entering values. Upper case characters are required. The asterisk * is the wildcard in Crystal Reports.

5. Scroll down to 'Database Logon'

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npts DEPT_Department_Operating_Rep	port		
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ganization Code*		Prompt Summary	Select values for prompts A
count Code*		*Enter Chart: 1 *Enter Fiscal Year: 22	 *Enter Chart;
ogram Code*		*Enter Balance Period: 00	1
		*Enter Ending Period: 14	"Enter Fiscal Year:
		*Enter Fund Code(Wildcard * may be used): *	22
		*Enter Organization Code (Wildcard * may be used): *	
		*Enter Account Code (Wildcand * may be used): *	*Enter Balance Period:
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			 *Enter Ending Period:
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			 *Enter Fund Code(Wildcard * may be used):
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6. Scroll down to 'Database Logon'. Enter username and password (known as that 2nd password). For first-time log-in, your temporary password is FSUbanner-last 8 of Banner/OneCard ID Ex: FSUbanner00000000 **This password needs to be renewed every 90 days*~you will not receive a reminder**



7. Click '*Schedule*' at bottom right. NEXT PAGE:

The status of the report will appear, eventually it should come up with the "Success" status.

< 🚓 💁	History ~				Q ¶ 0 ?) \$\$			
Instance Title: DEPT_Department_Operating_Report									
					C	<u> </u>			
Title Status	Instance Time	Created By	Туре	Locale	Parameters				
DEPT_Department_Operating_Report Running	Dec 9, 2022 11:20 AM	ssmit115	Adobe Acrobat		1; 22; 00; 14; *; *; *; *	000			
□ ✓ DEPT_Department_Operating_Report Success	Nov 28, 2022 8:27 AM	ssmit115	Adobe Acrobat		1; 22; 00; 14; *; *; *; *	000			
DEPT_Department_Operating_Report Failed	Nov 21, 2022 3:02 PM	ssmit115	Adobe Acrobat		1; 22; 00; 14; *; *; *; *	000			
□ ✓ DEPT_Department_Operating_Report Success	Nov 14, 2022 12:50 PM	ssmit115	Adobe Acrobat		1; 22; 00; 14; *; *; *; *	000			
□ ✓ DEPT_Department_Operating_Report Success	Oct 27, 2021 10:33 AM	ssmit115	Microsoft Excel		1; 22; 00; 14; *; *; *; *	000			

*To update/change your 2nd password go to Banner PROD and type in Password



Enter your current password in Oracle Password and your new password into New Oracle, then Verify Password and hit Save.

Oracle Password Char	nge Form GUAPSWD 9.3.15 (PROD)		×
Oracle User ID	SBOUDR17	New Oracle Password		
Oracle Password *		Verify Password		
Database				
			Save	Cancel