
Automating Reports and Queries

Report and Query Scheduler

INTRODUCTION

The Report Scheduler allows you to select and save the filters you use to run several commonly used reports and then set these reports to be run automatically by our Operations staff on each calendar day.

Have a report with several filters that you print quite a few times a month? Even if you don't automate your reports, the Save Settings feature will still be valuable, especially for reports with many different selection options.

Do you have repetitive Queries that you run each month? Would you like to automate the process? Use the new Query Scheduler to automate the running of selected Queries on the first of the month! The Query Scheduler will run the Queries you have set to run automatically, either by building database files or by printing reports, depending on the original Query output settings.

We want to emphasize this is not a “save it and forget it” feature. Set aside time each month to review your Queries and reports to ensure that they are archiving and printing correctly.

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For an updated copy of this booklet, check out the Reference Materials page of our website:
<https://www.cuanswers.com/resources/doc/cubase-reference/>
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FREQUENTLY ASKED QUESTIONS

REPORT SCHEDULER FAQ

The following section covers commonly-asked questions about Report Scheduler.

Q: When are automated reports run?

Scheduled reports are run every calendar day after beginning-of-day is run.

- Refer to page 11 for step-by-step directions on saving report settings.

Q: How do I schedule a report to run more than one time in a month?

- **A:** When you create your *scheduled* automation setting, you can select for it to run monthly, weekly, or daily.

If you set it up with a setting of “Daily,” it will run every day of the month, including Saturdays and Sundays. It will run regardless of whether your credit union is open on that day.

If you set it up with a setting of “Weekly”, a field will appear allowing you to enter the day of the week. If you just want your report to be run every Sunday, for example, this might do the trick. Otherwise, you can set up multiple automation settings that are identical, except that different days of the week are selected.

If you set it up with a setting of “Monthly,” a field will appear allowing you to select the date of the month. If you want a report to run on multiple days of the month, you will just need to set up multiple automation settings, one for each day you would like for it to be run.

Q: What if I want my report to always run on the last day of the month?

A: To have your automated report run on the last day of the month, select a frequency of monthly and have the report run on the last day of the month, enter 31 in the day field. The program will know to adjust to the last day of each month.

- Important Note: This report is run after beginning of day, so data from the last day of the month will not be included in the report.

Q: Can I schedule a report to print daily or weekly?

A: Yes, you can select to have the *Frequency* of your scheduled report to run monthly, weekly, or daily. Previously only monthly was supported.

Q: Can I set up an automation report to run on current or end-of-month files?

A: Yes. When you create an automation setting, you will select whether to run the report using current or end-of-month files.

- NOTE: The NCUA Share Insurance report cannot be run on current files.

Q: Can I schedule an end date for the scheduled report to run?

A: Yes, you can schedule an end date for the report scheduler to run. Enter a date in the *End date* field, and the report settings will no longer run after that date. (Leave this field blank or remove the date is no date is desired.)

NOTE: The scheduled report will be purged 30 days after this date. The daily report will indicate this date for auditing purposes.

Q: Which reports support Report Scheduler?

A: See page 9 for a list of reports that support this feature.

Q: Should I review my automated report settings before the end of the month?

A: Yes! We want to stress that this is not a “save it and forget it” process. It is important that you review your settings before the end of the month. You may decide to adjust them slightly, or select to remove them from the automation process. Additionally, you should check to make sure that no one accidentally deleted your settings.

Q: Should I check to see that my automated reports are archiving correctly? How do I do this?

A: Yes! We want to stress that this is not a “save it and forget it” process. Set a monthly reminder to check that your reports are printing and archiving as expected.

After the automated reports processing is run, you will find the “Automated Run of Scheduled Reports – Audit Report” (PRUNAR) report in your DAILYxx OUTQ. Be sure to review this report as it lists the reports that were generated. An example of the PRUNAR report is on page 16.

Q: What settings are saved by Report Scheduler?

A: All settings are saved by the Report Scheduler, except the process date and *Export to file*. Refer to the next few questions for more information on how the process date and date ranges are handled through automation.

Q: Do I need to update the Process Date in my saved settings?

A: No, you do not need to update the process date in your saved settings. Report Scheduler will always run an automated report using data from the prior month.

Q: Do I need to update date ranges in my saved settings? How are date ranges handled by the automation process?

A: Date ranges (and single dates) in the selection criteria are saved in saved settings; however, for reports that use EOM files, when the automated report is run date ranges are replaced by the entire month range (for example 6/1 to 6/30) and single dates are replaced with a zero. The automated version of the report is simply run for the entire month. For scheduled reports that use current month files, some saved dates are ignored, while some reports require a date range to run (including but not limited to Teller Activity, Escrow Distribution, Decision Model, and Cross Sales). For those reports, the program uses the first day of the current month and then uses Proc Date as the second date.

If you retrieve the settings to run the report manually, simply update any dates or date ranges if needed prior to pressing Enter.

Q: What do I enter in the Printer ID field?

A: When selecting your settings, enter a printer ID. This will be saved when you save your settings. Where you print will depend on whether you want a printed report (enter a Printer ID), to view the report (enter HOLDxx OUTQ), or to archive the report to CU*SPY (enter MONTHxx OUTQ). If you want to view *and* archive a report, you may save multiple settings, each with something different entered in the Printer ID field.

Q: Can someone else edit or change my report settings?

A: No. An Employee ID is attached to saved settings. You cannot edit settings saved by another Employee ID, only to settings saved by your Employee ID.

Q: Can I use someone else's saved report settings with a few adjustments?

A: Yes. You can retrieve someone else's settings, make your adjustments, and save the updated settings with a new report description and your Employee ID.

Q: Who can delete saved report settings?

A: Anyone can delete anyone's saved settings. Obviously you may want to delete your own settings. Additionally, your credit union may need to delete the settings of an employee who has left your credit union. **For this reason anyone can delete saved settings of any Employee ID.** Because of this, it is a good idea to review your saved settings monthly.

Q: Can I remove a report from the automated monthly report run but still save the settings to run manually?

A: Yes. Just edit your report settings to *Not automated* and *n/a* (not *Current* or *Previous*) through the Save Settings option. Or, if you are on the Report Scheduler screen (see page 15), highlight the report listing and select “Remove from automation.”

Q: What if I want to archive a report and also print a copy?

A: If you want to both print and archive a report (manually or via the automatic archive process), create two identical settings for the report, one set to archive and one set to print to a physical printer.

Q: When using the Report Scheduler feature, how many saved report definitions can be stored within a specific tool?

A: The maximum number of saved report definitions that a credit union can save for any report is 999. These can be saved simply to be used for re-running the report later, or they can be scheduled to run automatically on a monthly basis.

QUERY SCHEDULER FAQ

The following section covers commonly-asked questions about Query Scheduler.

Q: When are automated Queries run?

Scheduled Queries are run every calendar day after beginning-of-day is run.

- Refer to page 11 for step-by-step directions on saving report settings.

Q: How do I schedule a Query to run more than one time in a month?

- **A:** When you create your automated Query, you can select for it to run monthly, weekly, or daily.

If you set it up with a setting of “Daily,” it will run every day of the month, including Saturdays and Sundays. It will run regardless of whether your credit union is open on that day.

If you set it up with a setting of “Weekly”, a field will appear allowing you to enter the day of the week. If you just want your report to be run every Sunday, for example, this might do the trick. Otherwise, you can set up multiple automation settings that are identical, except that different days of the week are selected.

If you set it up with a setting of “Monthly,” a field will appear allowing you to select the date of the month. If you want a report to run on multiple days of the month, you will just need to set up multiple automation settings, one for each day you would like for it to be run.

Q: What if I want my Query to always run on the last day of the month?

A: To have your automated Query, select a frequency of monthly and have the report run on the last day of the month, enter 31 in the day field. The program will know to adjust to the last day of each month.

Q: Can I schedule a Query to run daily or weekly?

A: Yes, daily and weekly scheduling is now supported. Previously only monthly was allowed.

Q: Can I schedule an end date for the Query to run?

A: Yes, you can schedule an end date for the Query to run. Enter a date in the *End date* field, and the Query will no longer run after that date. Leave this field blank or remove the date if no end date is desired.

NOTE: The scheduled query will be purged 30 days after this date. The daily report will indicate that date for auditing purposes.

Q: Should I check to see that my automated Queries are running correctly?

A: Yes! We want to stress that this is not a “save it and forget it” process. Set a monthly reminder to check that your Queries are running as expected.

Once the automated Queries are run, the “Automated Run of Scheduled Queries – Audit Report” (PRUNAQ) will appear in your DAILYxx OUTQ. Be sure to review this report. An example of the PRUNAQ report is on page **Error! Bookmark not defined.**

Q: What if my Query includes end-of-month files?

A: When creating the Queries for the Query Scheduler, it is very important that you use only **current month files**. When you set up the automation process, CU*BASE allows you to indicate whether you would like the Scheduler to automatically substitute the proper file name to pull from the most recent month-end.

Query Scheduler will not work properly if end-of-month file names are used in the original Query saved in your QUERYxx library. You may need to set up separate Queries to be used only by the Query Scheduler.

Q: What other tips are there for creating Queries for use with Query Scheduler?

A: As mentioned above, Queries used in Query Scheduler cannot contain end-of-month files. Additionally, if you are using output option *Database file* (3) be sure to set the *Data in file* option to *Replace File* (2) or for Queries that build on each other, use *Add to Member* (5). Make sure the Authority of your Queries is set to “*ALL.” Be sure to always run the Query first to generate a database file before using it in the Query Scheduler. Finally, If you update the Query that the scheduled Query is based on, return to the scheduled Query and update it to include the new files.

Q: How do I print a report generated from a Query to a physical printer or an OUTQ?

A: When selecting your Query output, use output option *Printer* (2) and enter a printer ID. Where you print will depend on whether you want a printed report (enter a Printer ID), to view the report (enter HOLDxx OUTQ), or to archive the report to CU*SPY (enter MONTHxx OUTQ). If you want to view *and* archive a report, you may have multiple Queries, each with a different output option for the report.

Q: Can I schedule a series of Queries that are dependent on each other with the Query scheduler?

A: Yes. The Query scheduler runs the Queries in the order they appear on the screen. To run Queries that build on each other, simply enter them sequentially. For information on re-sequencing the Queries, refer to page 22.

Q: If I alter a Query, do I need to also update it in the Query Scheduler?

A: If a Query is updated, it automatically refreshes in the Query Scheduler. If a file has been added and you need to use the month-end file, you will need edit the query on the Query Scheduler screen and designate this selection for the new file.

Q: What happens if a Query is deleted from QUERYxx? What happens in the Query Scheduler?

A: If a Query is deleted from QUERYxx, this will be indicated on the screen by “**NOT FOUND**.”

Q: If you remove the Query from automation, is it removed from QUERYxx?

A: No, removing a Query from automation does not delete the Query from QUERYxx.

REPORTS SUPPORTING REPORT SCHEDULER

The following list includes reports that currently support the report scheduler feature.

Reports Supporting the Automation Feature
Tool #108 Accrued Dividend Summary Rpt - CDs
Tool #190 CD Maturity Analysis Report
Tool #191 CD Selective Trial Balance Report
Tool #213 Closed Account Report
Tool #218 Closed Membership Report
Tool #280 Contingent Liability Analysis Report
Tool #321 Cross Sales Analysis Report
Tool #381 General Transaction Register
Tool #407 Investment Maturity Report
Tool #408 Investment Trial Balance Report
Tool #412 IRA Contributions & Fair Market Value
Tool #461 Loan Delinquency Analysis Report
Tool #466 Loan Interest Analysis Report
Tool #471 Loan Purpose Code Analysis Report
Tool #474 Loan Security Code Analysis Report
Tool #487 Mbr Trial Balance Listing – Select Info
Tool #493 Member Account Adjustments Report
Tool #502 Member Name & Address Listing
Tool #545 NCUA Share Insurance Report <ul style="list-style-type: none"> NOTE: Automated settings for this report cannot be run on current month files.
Tool #548 New Account Report
Tool #550 New Membership Report
Tool #554 New/Refinanced Loan History Report
Tool #556 Non-Transactional Overrides Report
Tool #578 Particip. Loan Delinquency Analysis Rpt.
Tool #590 PLI Trial Balance
Tool #633 Print BSA/SAR Activity Report <ul style="list-style-type: none"> NOTE: It is important to select the correct date range settings for this report automation. See the booklet Bank Secrecy Act Monitoring Tools on the CU*BASE Reference Page for more details.
Tool #636 Print Check Disbursement Register
Tool #637 Print Collection Delinquency Report
Tool #642 Print Escrow Disbursement Listing
Tool #644 Print File Maintenance Report
Tool #650 Print GL Trial Balance (monthly)
Tool #679 Print Risk Score Analysis Report
Tool #771 Rural Development Part. Loan Detail Report

Tool #788 Selective Loan Information Report
Tool #835 Print Subsidiary Trial Balance Detail
Tool #843 Teller Activity Analysis Report
Tool #848 Teller Activity Report
Tool #868 Transaction Override Report
Tool #1017 247 Lender Performance Report
Tool #1150 Indirect Loan Reserves Report

USING REPORT SCHEDULER

Refer to the FAQ section for Report Scheduler for tips about Report Scheduler. See page 3.

[When using the Report Scheduler feature, how many saved report definitions can be stored within a specific tool?](#)

REVIEWING PRINTED AND ARCHIVED REPORTS

We want to stress that this is not a “save it and forget it” process. Set a monthly reminder to check that your reports are printing and archiving as expected.

SAVING REPORT SETTINGS

We want to stress that this is not a “save it and forget it” process. It is important to review your settings prior to the end of the month. You may decide to adjust them slightly, or select to remove them from the automation process. Additionally, you should check to make sure that no one accidentally deleted your settings.

- NOTE: You can also save settings from the Automated Reports Scheduler screen. See page 15.
1. Navigate to the report selection screen and select your filters and printer ID on the selection screen of a report that supports Report Scheduler.
 - See page 5 for information about how the Process date and date ranges (and single dates) are handled by saved settings.
 - See page 9 for a listing of reports that currently support this feature.



2. To save your report settings, use *Save Settings* (F24) on reports that support automated scheduling).
 - **NOTE: For reports with multiple selection screens, *Save Settings* will appear on the last selection screen.**

This screen shot shows the different selections you can make on this screen.

Action	ID	Description	Period	Frequency	End Date
N/A	NEW		N/A	N/A	
N/A	001	Jans settings for this report	Current	Daily	Apr 21, 2021
N/A	002	Wills settings for this report	N/A	N/A	
N/A	003	runing on the 15th	Current	Monthly	Day 15
N/A	004	weekly run	Current	Weekly	Day Monday
N/A	005	previous month	Previous	Monthly	Day 31

i Remember that you are responsible for monitoring your automated reports periodically to make sure the settings are what you expect.

Reports are run in the morning after beginning-of-day is complete. Reports are processed on Sundays even if your credit union does not have 7-day processing.

For a monthly frequency, use a day of 31 to run on the morning of the last business day of the month.

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The new report settings placeholder will appear at the top of the screen.

3. Select *Add/Edit* to save the new settings.

Action	ID	Description	Period	Frequency	End Date
N/A	NEW		N/A	N/A	
Add/Edit	001	Jans settings for this report	Current	Daily	Apr 21, 2021
Delete	002	Wills settings for this report	N/A	N/A	
View	003	runing on the 15th	Current	Monthly	Day 15
N/A	004	weekly run	Current	Weekly	Day Monday
N/A	005	previous month	Previous	Monthly	Day 31

4. Enter the description for your settings.

- We recommend adding your name or other identifier to your saved settings; it will be important later to differentiate, for

example, the CEO's favorite settings from those used by someone on the accounting team.

- NOTE: Do not use the Description "CUA Monthly Archive." This name is reserved for reports that were previously run by Operation staff.
5. If you are going to schedule the report, select whether to run the report on current or previous month files.
 6. Then select the frequency.
 - Select *N/A* if you do not want to have the report settings use the report scheduler feature.
 - Select *Daily*, *Weekly*, or *Monthly* if you want this report to be included in the Report Scheduler feature. When report automation is run this report will be printed or archived depending on your saved settings.

If you select *Daily*, the scheduled report will run seven days a week, regardless of whether your credit union has beginning of day processing.

If you select *Weekly*, you must select the day of the week. The report scheduler is run on that day, seven days a week, regardless of whether your credit union is open.

If you select *Monthly*, you must also select the day of the month (0-31) when the automation setting will be run. For the last day of the month enter 31.

- You can run a report manually at any time regardless of whether it is saved for report automation.
7. If desired, specify an *End date* when the automated report will no longer be run. Leave this field blank or remove the date if no end date is desired.

NOTE: The settings will be deleted 30 days after this date. The Daily report will note this date. See the daily reports on page 9.

8. Use Enter to save your settings. You will exit the screen and your saved settings will move to the bottom of the listing.
 - NOTE: If you already have several saved settings, you may need to scroll down to view this setting.

If you want to both print and archive a report (manually or via the automatic archive process), create two identical settings for the report, one set to archive and one set to print to a physical printer.

MANUALLY PRINTING A REPORT WITH SAVED SETTINGS

You can retrieve your settings to run a report manually at any time of the month. While on the report selection screen, use *Retrieve Settings* (F23).

Select *Select* to select from a list next to you saved settings.

Action	ID	Description	Period	Frequency	End Date
Select	001	Jans settings for this report	Current	Daily	Apr 21, 2021
Select	002	Wills settings for this report		N/A	
View	003	runing on the 15th	Current	Monthly	Day 15
N/A	004	weekly run	Current	Weekly	Day Monday
N/A	005	previous month	Previous	Monthly	Day 31

Press Enter to run the report.

- NOTE: You can also retrieve settings from the Automated Reports Scheduler screen. See page 15.

UPDATING REPORT SETTINGS

If you want to update existing saved settings that you created earlier (under your Employee ID), first retrieve the report settings you wish to alter and update the selections as desired. When you save the settings using *Save Settings* (F24), use *Add/Edit* next to the same description of the settings you retrieved. This allows you to update settings but keep the same description. Use Enter to save the settings.

You can only adjust the saved settings created by your Employee ID. If you want to use someone else's settings and make adjustments, retrieve the saved settings using *Retrieve Settings* (F23), make the changes, and save the settings with a new description.

- NOTE: You can also retrieve settings from the Automated Reports Scheduler screen. See page 15.

DELETING REPORT SETTINGS

To delete settings, move to the Save Settings screen. Use *Delete* next to the saved setting you want to delete.

Action	ID	Description	Period	Frequency	End Date
Delete	NEW	Jan's settins for the report	N/A	Monthly	Day 15

A confirmation screen will appear. Use Enter to delete the setting.

Warning: You can delete any saved settings, even those created by another Employee ID. Obviously you may want to delete your own settings. Additionally, your credit union may need to delete the settings of an employee who has left your credit union.

- NOTE: You can also delete settings from the Automated Reports Scheduler screen. See following section.

REVIEW SETTING DETAILS

While on the report selection screen, use *Retrieve Settings* (F23). Then select *View* next the saved setting and use Enter to see a view-only version of information about the report settings such as who created it, the last time the report was saved, and the last time it was run with these settings using the automated processing.

Session 0 CU*BASE GOLD - Report Settings Detail

Report name **LCDDV** Certificate of Deposit Accrued Dividend Report
 ID **001**
 Description **Jans settings for this report**

Last saved **04/28/2021**
 By employee **[REDACTED]**
 Last run **01/01/0001**

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USING THE REPORT AUTOMATION SCREEN

You can view reports that support the automated feature, view your saved filters, and save new filters directly from the Report Automation listing screen (shown below). This listing is accessed via **Tool #759 Report Automation - Standard Reports**.

- Because this gives access to all of your saved report settings, you may wish to restrict access to this screen.

Session 0 - ABC CREDIT UNION
 File Edit Tools Help

Report Automation: Standard Reports

Search for description containing

Report	Description	Saved Report Settings	To Be Run	Data To Use
LBSAFIL	Bank Secrecy Act Cash Report	**NONE SAVED**		
LCDDV	Certificate Devidend Accrual R	001 Jans settings for this report	EVERY DAY	CURRENT
LCDDV	Certificate Devidend Accrual R	002 Wills settings for this report	NOT AUTOMATED	
LCDDV	Certificate Devidend Accrual R	003 running on the 15th	MONTHLY ON THE 15TH	CURRENT
LCDDV	Certificate Devidend Accrual R	004 weekly run	WEEKLY	CURRENT
LCDDV	Certificate Devidend Accrual R	005 previous month	LAST DAY OF THE MONTH	PREVIOUS EOM DATA
LCKTB	Print Check Register	**NONE SAVED**		
LCLAC	Closed Account List	001 CUA MONTHLY ARCHIVE	MONTHLY ON THE 1ST	PREVIOUS EOM DATA
LCLAC	Closed Account List	004 FANNIE PAID OFF LOANS	WEEKLY	CURRENT
LCLAC	Closed Account List	005 FREDDIE PAID OFF LOANS	EVERY DAY	CURRENT
LCLAC	Closed Account List	006 CUA MONTHLY ARCHIVE	MONTHLY ON THE 20TH	PREVIOUS EOM DATA
LCLMB	Closed Member List	001 CUA MONTHLY ARCHIVE	MONTHLY ON THE 1ST	PREVIOUS EOM DATA
LCLMB	Closed Member List	002 DH CLOSED MEMBERSHIP FOR CINDRICH	MONTHLY ON THE 1ST	PREVIOUS EOM DATA
LCNTLB	Contingent Liability Analysis R	**NONE SAVED**		
LDELQ	Loan Delinquency Report	001 CUA MONTHLY ARCHIVE	MONTHLY ON THE 1ST	PREVIOUS EOM DATA
LDELQ	Loan Delinquency Report	002 DH DELINQUENCY FULL	MONTHLY ON THE 1ST	PREVIOUS EOM DATA
LDMPF	Decision Model Performance Rep	**NONE SAVED**		
LDQAN	Loan Delinquency Analysis Repo	001 CUA MONTHLY ARCHIVE	MONTHLY ON THE 1ST	PREVIOUS EOM DATA
LDQAN	Loan Delinquency Analysis Repo	002 DH DELINQUENCY 2 MONTHS AND UP	MONTHLY ON THE 1ST	PREVIOUS EOM DATA
LDQAN	Loan Delinquency Analysis Repo	003 Monthly Report	MONTHLY ON THE 20TH	CURRENT

Add new report settings
 Remove report from automation
 Delete report settings
 Retrieve report settings

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From this screen, select a report setting or a report and one of the following settings:

- *Add New Settings*: Select this to update or create new settings for a report.
- *Remove from automation*: Select this to change the report run option from “monthly” to “not automated.” The report settings will not be deleted.
- *Delete Settings*: Select this to completely delete the report settings.
- *Retrieve settings*: Select this to review settings, update settings, or to run the report with these settings.

REVIEWING YOUR AUTOMATED REPORTS

After the scheduled reports are run, you can refer to your DAILYxx OUTQ for the “Automated Run of Scheduled Reports – Audit Report” (PRUNAR) – shown below for a list of reports run by the Report Scheduler.

They are listed by report name and the Description used to define the saved settings.

- In the example below, the reports designated as “CUA MONTHLY ARCHIVE” were created by Operations staff for the credit union.
- Two of the reports had an *end date* when the report should no longer be run. The notation *Scheduled report has reached the end date* indicates that the report will no longer be run. The report settings will be purged thirty days later. This is helpful for auditing purposes.

4/20/21 11:23.21	ABC CREDIT UNION	PRUNAR	PAGE
RUN ON 4/20/21	AUTOMATED RUN OF SCHEDULED REPORTS -- AUDIT REPORT	USER	
REPORT NAME	DESCRIPTION	DATE	INFORMATION
LCLAC	004 FANNIE PAID OFF LOANS	3/20/2021	
LCLAC	005 FREDDIE PAID OFF LOANS	3/20/2021	
LCLAC	006 CUA MONTHLY ARCHIVE		Scheduled report has reached the end date
LDQAN	003 Monthly Report	3/20/2021	
LDQAN	004 Weekly Report	3/20/2021	Scheduled report has reached the end date
LDQAN	005 Delq Loans Report	3/20/2021	
LDQAN	006 Daily Report	3/20/2021	
LFMLOG	005 test	4/20/2021	
LTRACT	002 Teller Activity Analysis	3/20/2021	
END OF REPORT			

- As these reports are run daily, they are also archived daily to the Miscellaneous category in CU*SPY.

USING QUERY SCHEDULER

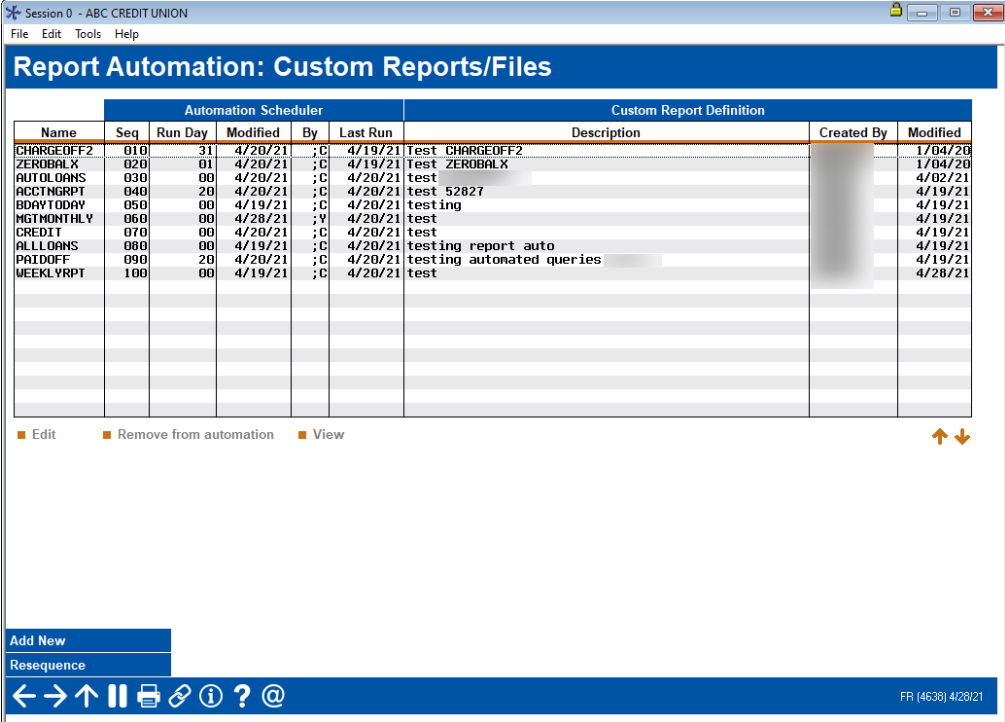
SETTING UP A QUERY FOR QUERY SCHEDULER

Refer to the FAQ section for Query Scheduler for tips on setting up your Queries for Query Scheduler. See page 6.

ADDING A QUERY TO THE QUERY SCHEDULER

It is very easy to add a Query to the Query scheduler. This process is done directly from the Report Automation: Custom Reports/Files screen.

1. Use **Tool #758 Report Automation - Custom Rpts/Files**
2. You will view a listing of the Queries that are currently included in the Query scheduler.



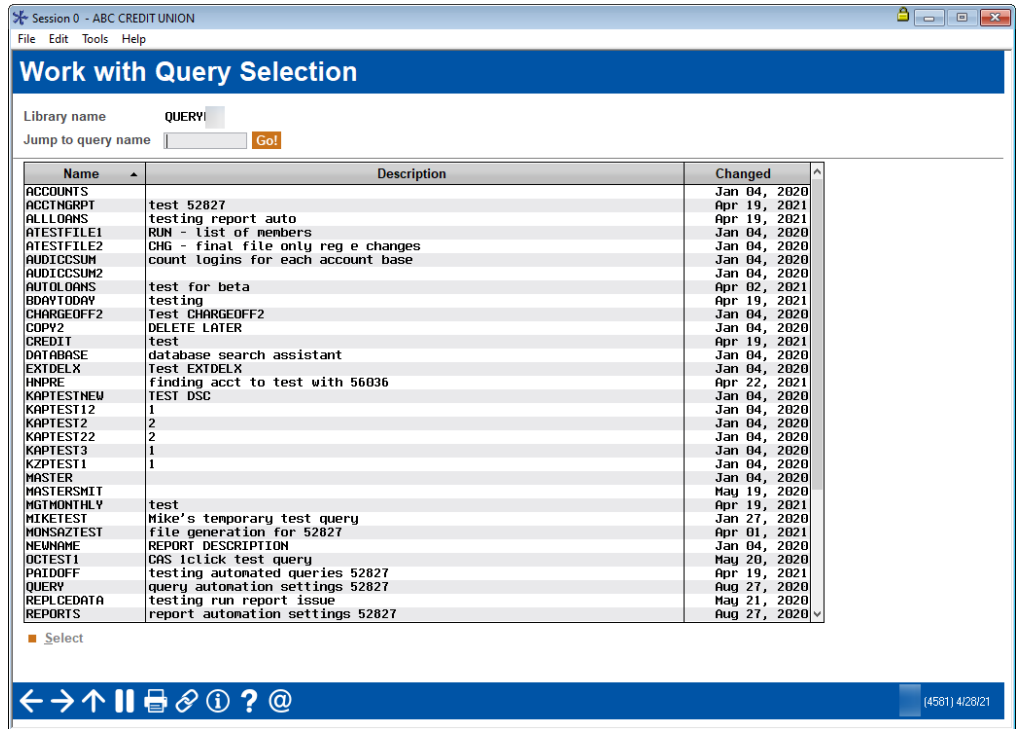
The screenshot shows a software window titled "Session 0 - ABC CREDIT UNION" with a menu bar (File, Edit, Tools, Help) and a main title "Report Automation: Custom Reports/Files". The window contains a table with two main sections: "Automation Scheduler" and "Custom Report Definition".

Automation Scheduler						Custom Report Definition		
Name	Seq	Run Day	Modified	By	Last Run	Description	Created By	Modified
CHARGEOFF2	010	31	4/20/21	;C	4/19/21	test CHARGEOFF2		1/04/20
ZEROBALX	020	01	4/20/21	;C	4/19/21	test ZEROBALX		1/04/20
AUTOLOANS	030	00	4/20/21	;C	4/20/21	test		4/02/21
ACCTNGRPT	040	20	4/20/21	;C	4/20/21	test 52827		4/19/21
BDAYTODAY	050	00	4/19/21	;C	4/20/21	testing		4/19/21
HGTMONTHLY	060	00	4/28/21	;V	4/20/21	test		4/19/21
CREDIT	070	00	4/20/21	;C	4/20/21	test		4/19/21
ALLLOANS	080	00	4/19/21	;C	4/20/21	testing report auto		4/19/21
PAIDOFF	090	20	4/20/21	;C	4/20/21	testing automated queries		4/19/21
WEEKLYRPT	100	00	4/19/21	;C	4/20/21	test		4/28/21

Below the table are three buttons: "Edit", "Remove from automation", and "View". At the bottom left, there are buttons for "Add New" and "Resequence". At the bottom right, there is a status bar with navigation icons and the text "FR (4638) 4/28/21".

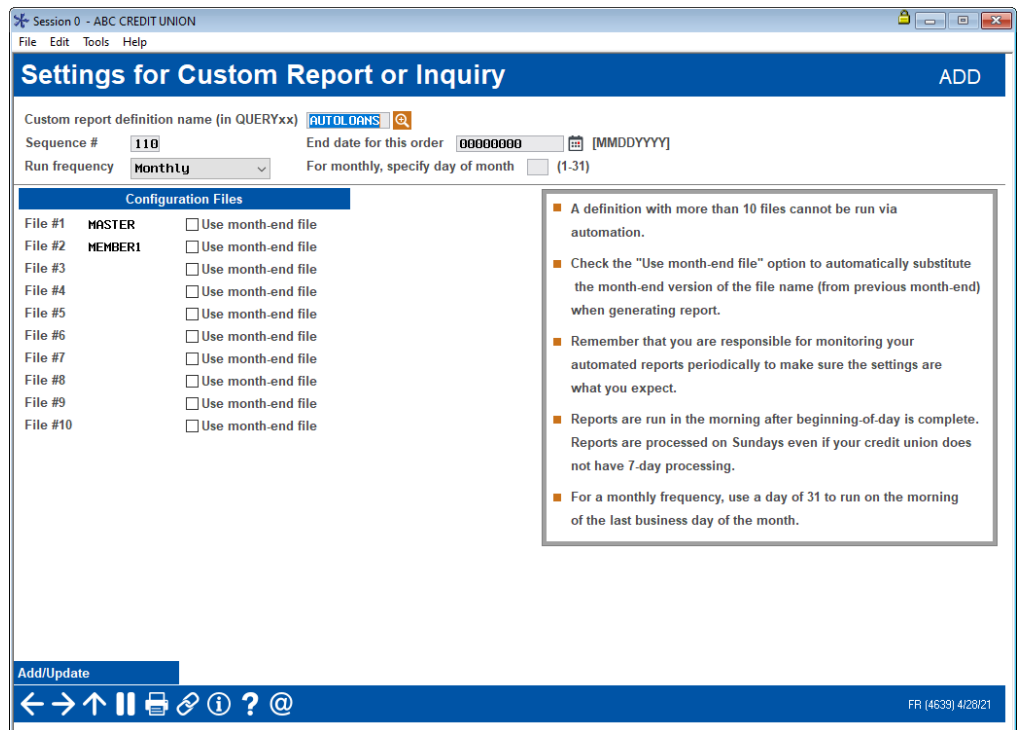
3. Use *Add New* (F6) to add a new Query.

4. Use the lookup next to the “Custom report definition name (in QUERYxx).” This will show you a listing of the Queries currently in QUERYxx.
 - This step is recommended. The Query name will be brought into the screen, and the files will be populated.



5. Select the Query from the list and use Select to return to the previous screen.

6. The files of the Query will be populated.



7. Enter an end date if one is desired. The Query will no longer be run on that date. The daily report will indicate that you have gotten to this date. Or leave it blank or remove the date if no end date is desired.

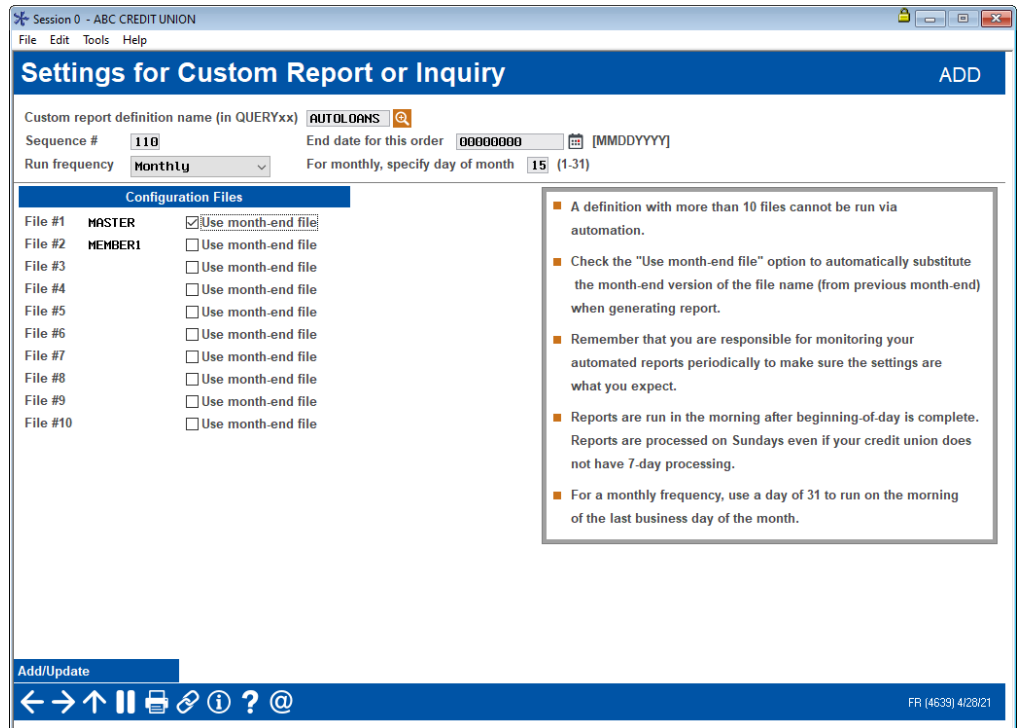
8. Then select the frequency.

If you select Daily, the scheduled Query will run seven days a week, regardless of whether your credit union has beginning of day processing.

If you select Weekly, you must select the day of the week. The Query scheduler is run on that day, seven days a week, regardless of whether your credit union is open.

If you select Monthly, you must also select the day of the month (0-31) when the automation setting will be run. For the last day of the month enter 31.

9. Select whether to use end of month files.



9. Use *Add/Update* (F5) to add the Query to the Query Scheduler.

10. The new Query is added to the scheduler.

UPDATING A SCHEDULED QUERY IF THE QUERY IS UPDATED

If an automated Query is added to the Scheduler feature and you make a change to the Query definition on which it is based during the month, you must also update the Automated Query. Otherwise, the automated Query will not run at month-end.

Session 0 - ABC CREDIT UNION

File Edit Tools Help

Settings for Custom Report or Inquiry CHANGE

Custom report definition name (in QUERYxx)

Sequence # End date for this order [MMDDYYYY]

Run frequency

File #	Configuration Files	Files in Query Definition
File #1	MASTER <input type="checkbox"/> Use month-end file	MASTER
File #2	<input type="checkbox"/> Use month-end file	MEMBER
File #3	<input type="checkbox"/> Use month-end file	
File #4	<input type="checkbox"/> Use month-end file	
File #5	<input type="checkbox"/> Use month-end file	
File #6	<input type="checkbox"/> Use month-end file	
File #7	<input type="checkbox"/> Use month-end file	
File #8	<input type="checkbox"/> Use month-end file	
File #9	<input type="checkbox"/> Use month-end file	
File #10	<input type="checkbox"/> Use month-end file	

- A definition with more than 10 files cannot be run via automation.
- Check the "Use month-end file" option to automatically substitute the month-end version of the file name (from previous month-end) when generating report.
- Remember that you are responsible for monitoring your automated reports periodically to make sure the settings are what you expect.
- Reports are run in the morning after beginning-of-day is complete. Reports are processed on Sundays even if your credit union does not have 7-day processing.
- For a monthly frequency, use a day of 31 to run on the morning of the last business day of the month.

i If configuration files are not the same as files in query definition, use add/update to update the files in table.

Add/Update

← → ↑ || 🖨️ 🔗 ⓘ ? @

FR (4639) 4/28/21

The detail screen shows the files in the original Query (that the scheduled Query is based on) to the right of the files included in the automated Query. If the lists don't match, use *Add/Update* on the Change screen to update the automated Query to match.

RE-SEQUENCING QUERIES THAT BUILD ON EACH OTHER

The Query scheduler runs the Queries in the order they appear on the screen. To run Queries that build on each other, simply enter them sequentially.

To re-sequence Queries, follow this process:

1. If you add the Queries out of order sequentially, select the Query and *Edit*.
2. Enter a new number in the *Sequence #* field.

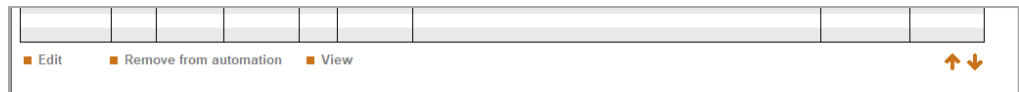


3. Then use *Add/Update* (F5).
4. You can then use *Resequence* (F20) to change the numbering to be by increments of ten. (This will be refreshed when you exit and re-enter the screen.)



REMOVING A QUERY FROM AUTOMATION

To remove a Query from the Query scheduler, simply select the Query and then “Remove from Automation.” This will not delete the Query from QUERYxx, it will simply remove it from automated processing.



QUERY IS DELETED FROM QUERYXX

If a Query is removed from QUERYxx, the Query Scheduler will indicate that the Description of the Query is “**Not FOUND**.” (See below.)

MGTMONTHLY	060	00	4/28/21	;V	4/20/21	test		4/19/21
CREDIT	070	00	4/20/21	;C	4/20/21	test		4/19/21
ALLLOANS	080	00	4/19/21	;C	4/20/21	testing report auto		4/19/21
PAIDOFF	090	20	4/20/21	;C	4/20/21	**NOT FOUND**		
WEEKLYRPT	100	00	4/19/21	;C	4/20/21	test		4/28/21

REVIEWING YOUR AUTOMATED QUERIES

After the scheduled Queries are run, you can refer to your DAILYxx OUTQ for the “Automated Run of Scheduled Queries – Audit Report” (PRUNAQ) – shown below for a list of Queries run by the Query Scheduler.

The Queries are listed by Query name and indicate whether the Query generated a report without a printer undefined.

- The reports with a printer ID of *PRINT are considered exceptions and are archived to the HOLDxx OUTQ. This is indicated in the Exceptions column. From here they can either be printed or archived.
- One of the queries had an *end date* when the Query should no longer be generated. The notation *Scheduled query has reached the end date* indicates that the Query will no longer be run. The Query settings will be purged thirty days later. This is helpful for auditing purposes.

Items that are not Exceptions built database files or output to a specific printer ID.

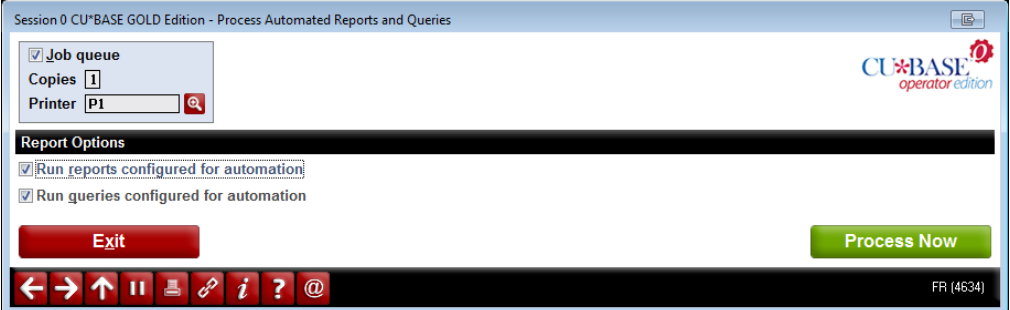
4/20/21	8:53.22	ABC CREDIT UNION		PRUNAQ	PAGE
RUN ON	4/20/21	AUTOMATED RUN OF SCHEDULED QUERIES -- AUDIT REPORT		USER	
QUERY NAME	FREQUENCY	SEQUENCE	LAST RUN DATE	EXCEPTIONS	
AUTOLOANS	D	030	4/19/2021		
				Scheduled query has reached end date	
ACCTNGRPT	M	040	4/19/2021		
BDAYTODAY	D	050	4/19/2021		
CREDIT	W	060	4/19/2021		
ALLLOANS	D	070	4/19/2021		
PAIDOFF	M	080	4/19/2021		
MGTMONTHLY	W	090	4/19/2021		
WEEKLYRPT	D	100	4/19/2021		
END OF REPORT					

Each day the PRUNAQ report (shown above) is archived to CU*SPY in the Miscellaneous category.

SELF PROCESSORS – RUNNING THE AUTOMATED PROCESS

For online credit unions, the automated process will be each calendar day by our Operations staff. Self-Processors, however, will need select to run the process themselves. Self-Processors can select to run this after End-of-Day, or at any time they want to run the automated Queries and reports.

OPER #7, #27-Run Automated Reports and Queries



The screenshot shows a software window titled "Session 0 CU*BASE GOLD Edition - Process Automated Reports and Queries". In the top right corner, the CU*BASE operator edition logo is visible. The interface includes a "Job queue" section with a checked box, a "Copies" field set to "1", and a "Printer" field set to "P1". Below this is a "Report Options" section with two checked boxes: "Run reports configured for automation" and "Run queries configured for automation". At the bottom, there are two buttons: a red "Exit" button and a green "Process Now" button. A navigation bar at the very bottom contains several icons (back, forward, up, pause, print, link, info, help, and search) and the text "FR (4634)".

Select whether to run automated reports or Queries (or both) that are configured for automation by checking the appropriate boxes. (Both boxes are checked by default). Then press Enter to run all of the automated Queries and automated reports (depending on your selection).