
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 10 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 select the day of the month that the report will be run.

All *scheduled* reports are saved with a setting of “Monthly” so 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, enter 31 in the day field. The program will know to adjust to run on 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: Currently only monthly report scheduling is supported. However, when you configure the monthly frequency, you must also select the day of the month. To have this report scheduled for another date in the same month, create an identical scheduled report entry, except this time use a different day of the month.

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: Which reports support Report Scheduler?

A: See page 8 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.

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 10 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 *scheduled* automation setting, you select the day of the month that the report will be run. If you want a Query 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 Query 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 report to print daily or weekly?

A: Currently only monthly Query scheduling is supported. When you schedule the Query, you must select the day of the month it will be run. To have this Query scheduled for another date in the same month, create an identical scheduled Query entry, except this time use a different day of the month.

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 21.

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.” Finally, always be sure to run the Query first to generate a database file before using it in the Query Scheduler.

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 19.

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.

USE SHOW ME THE STEPS HELP FOR HANDY DIRECTIONS!

Also check out these directions in the Show Me the Steps online help.

Create Report Automation Setting

http://help.cubase.org/steps/steps.htm#Create_Report_Automation_Setting.htm

Change Report Automation Setting

http://help.cubase.org/steps/steps.htm#Change_Report_Automation_Setting.htm

Remove Report from Automation

http://help.cubase.org/steps/steps.htm#Remove_Report_from_Automation.htm

Delete Report from Automation

http://help.cubase.org/steps/steps.htm#Delete_Report_from_Automation.htm

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.

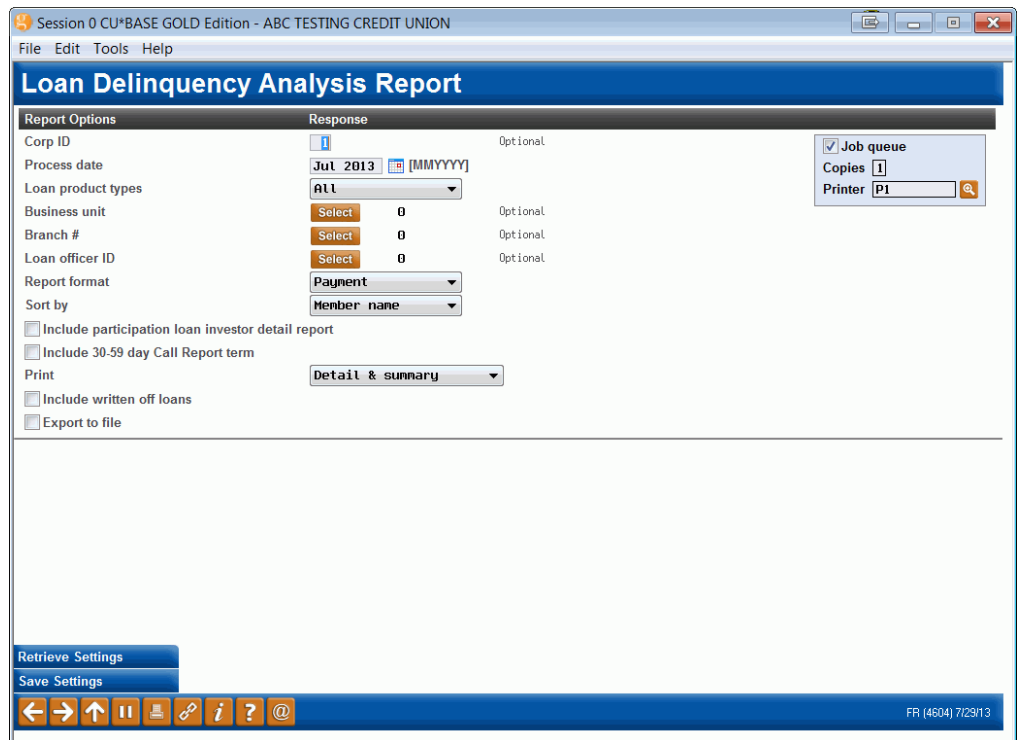
SAVING REPORT SETTINGS

Also check out the directions in the Show Me the Steps online help:

http://help.cubase.org/steps/steps.htm#Create_Report_Automation_Setting.htm

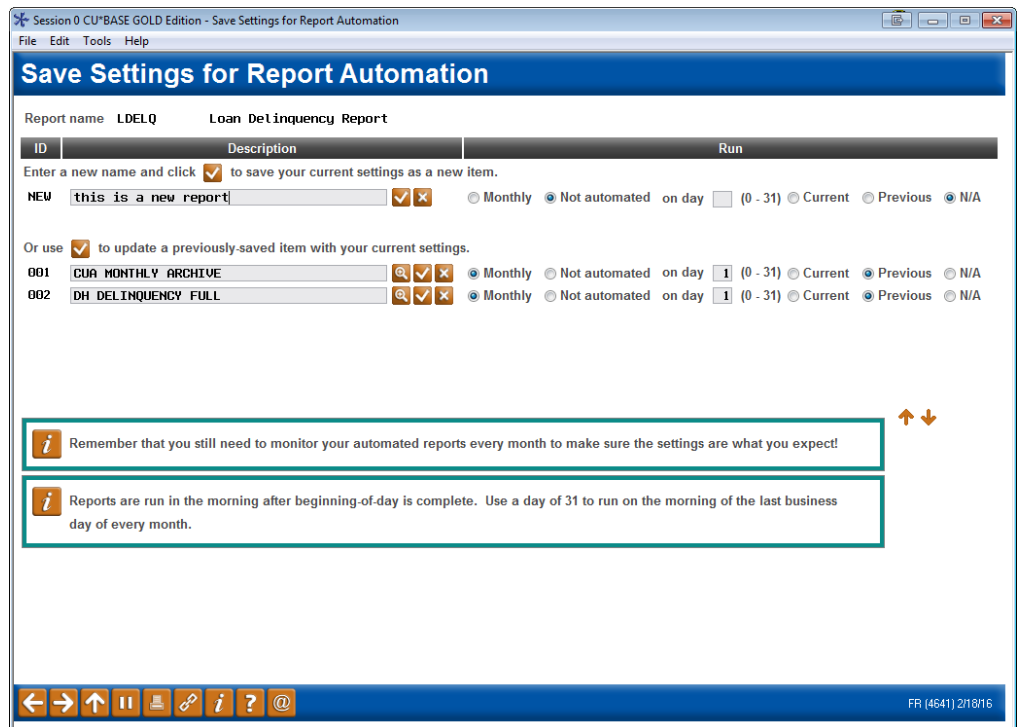
We want to stress that this is not a “save it and forget it” process. It is important to review your settings prior to the end of the month. You may decide to adjust them slightly, or select to remove them from the automation process. Additionally, you should check to make sure that no one accidentally 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 4 for information about how the Process date and date ranges (and single dates) are handled by saved settings.
 - See page 8 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.**

3. 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.



4. Then indicate whether you want this report to be *Monthly* or “*Not automated*.”
 - Select *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 *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.

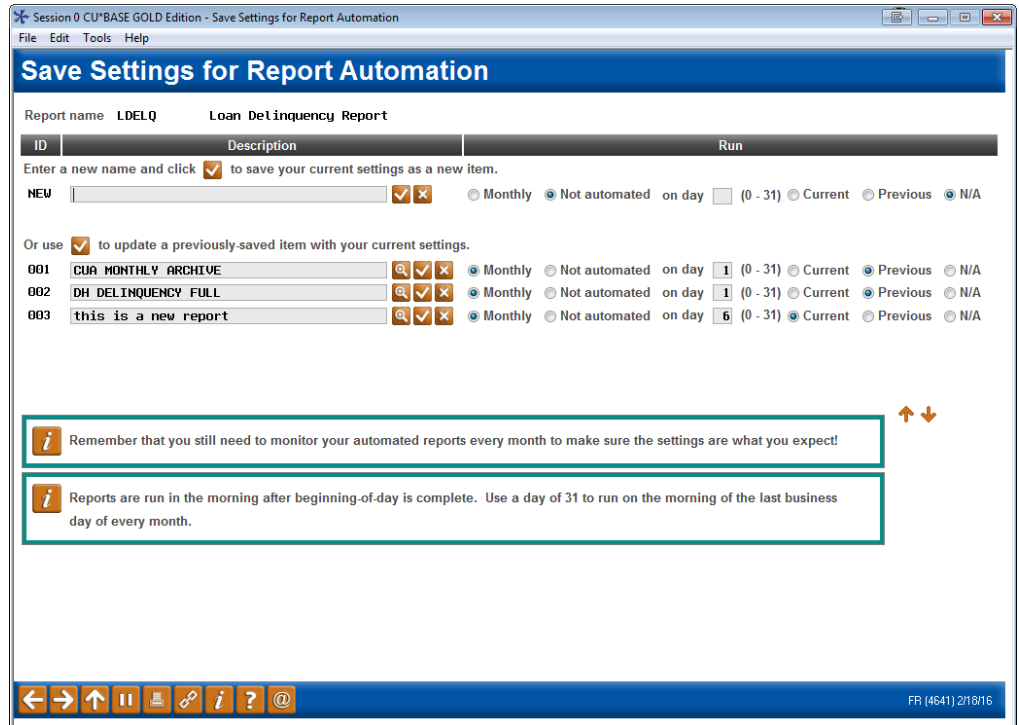
- Refer to the Report Scheduler section of the Frequently-Asked Questions section (page 3) for more detailed information on the selection of a day and for special circumstances related to the selection of a day.

If you select *Monthly*, also select whether to run the report on *Current* or *Previous* month files.

- Select *Not automated* if you do not want to include this report in the monthly automation process. (In this case you do not select current month files or a day of the month.)
- NOTE: You can run a report manually at any time of the month with any saved settings (monthly or not automated).
- If you are moving a report setting from being automated to a manual setting, use the *n/a* selection instead of *Current* or *Previous*.
- NOTE: 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.

5. Once you have named the settings, click the checkmark button to save them. Your saved settings will move to the lower part of the screen.



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) to select from a list of saved settings to populate the filters, including printer settings. Review your settings. Press Enter to run the report.

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

UPDATING REPORT SETTINGS

Also check out the directions in the Show Me the Steps online help:

http://help.cubase.org/steps/steps.htm#Change_Report_Automation_Setting.htm

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 F24-Save Settings, click the checkmark next to the same description of the settings you retrieved. This allows you to update settings but keep the same description.

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 and save settings from the Automated Reports Scheduler screen. See page 15.

DELETING REPORT SETTINGS

Also check out the directions in the Show Me the Steps Online help:

http://help.cubase.org/steps/steps.htm#Delete_Report_from_Automation.htm

To delete settings, move to the Save Settings screen. Then click the X next to that description. A confirmation screen will appear. Click to confirm the deletion of the settings.

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 page 15.

REVIEW SETTING DETAILS

While on the report selection screen, use *Retrieve Settings* (F23). Then use the lookup icon to review 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.

USING THE REPORT AUTOMATION SCREEN

Also check out the directions in the Show Me the Steps online help:

http://help.cubase.org/steps/steps.htm#Create_Report_Automation_Setting.htm

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.

| Report | Description | Saved Report Settings | To Be Run | Data To Use |
|--------|-------------------------------|---------------------------------------|-----------------------|-------------------|
| LCDDV | Certificate Dividend Accrual | ***NONE SAVED** | | |
| LCKTBS | Print Check Register | 001 testing | MONTHLY ON THE 2ND | CURRENT |
| LCKTBS | Print Check Register | 002 saved as pl | NOT AUTOMATED | |
| LCLAC | Closed Account List | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LCLAC | Closed Account List | 002 FANNIE PAID OFF LOANS | NOT AUTOMATED | |
| LCLAC | Closed Account List | 003 FREDDIE PAID OFF LOANS | MONTHLY ON THE 4TH | PREVIOUS EDM DATA |
| LCLMB | Closed Member List | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LCLMB | Closed Member List | 002 DH CLOSED MEMBERSHIP FOR CINDRICH | MONTHLY ON THE 7TH | PREVIOUS EDM DATA |
| LDELQ | Loan Delinquency Report | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LDELQ | Loan Delinquency Report | 002 DH DELINQUENCY FULL | MONTHLY ON THE 15TH | CURRENT |
| LDELQ | Loan Delinquency Report | 003 this is a new report | MONTHLY ON THE 6TH | CURRENT |
| LDELQ | Loan Delinquency Report | 004 this is a new report2 | NOT AUTOMATED | |
| LDMPF | Decision Model Performance Re | ***NONE SAVED** | | |
| LDQAN | Loan Delinquency Analysis Rep | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LDQAN | Loan Delinquency Analysis Rep | 002 DH DELINQUENCY 2 MONTHS AND UP | MONTHLY ON THE 21ST | CURRENT |
| LESCD | Escrow Disbursement Report | ***NONE SAVED** | | |
| LFMLOG | CUFS File Maintenance Report | 001 SRS 9E LELOG REPORT | MONTHLY ON THE 25TH | CURRENT |
| LFMLOG | CUFS File Maintenance Report | 002 SRS 9H LELOG REPORT | MONTHLY ON THE 10TH | PREVIOUS EDM DATA |
| LFMLOG | CUFS File Maintenance Report | 003 SRS 9F LELOG REPORT | MONTHLY ON THE 2ND | PREVIOUS EDM DATA |
| LGLTBB | General Ledger Trial Balance | 001 CUA MONTHLY ARCHIVE | LAST DAY OF THE MONTH | PREVIOUS EDM DATA |
| LGLTBB | General Ledger Trial Balance | 002 CASH LETTER ADJ 80105 MONTHLY | NOT AUTOMATED | |
| LINMTS | Investments - Maturity Report | ***NONE SAVED** | | |
| LINTB | Investment Trial Balance | ***NONE SAVED** | | |
| LIRACT | IRA Activity Report | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LLNIA | Loan Interest Analysis | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LLNSC | Loan Security Analysis | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LLNTP | Loan Purpose Analysis | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LLNTP | Loan Purpose Analysis | 002 DH LOAN PURPOSE ANALYSIS | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LMBRN | Member Name and Address List | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LMBRT | Member Trial Balance Selectio | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |
| LMTCD | Share Certificate Maturity Re | ***NONE SAVED** | | |
| LMTLN | Loan Maturity Analysis | ***NONE SAVED** | | |
| LNDP | New/Refinanced Loan History | 001 CUA MONTHLY ARCHIVE | MONTHLY ON THE 1ST | PREVIOUS EDM DATA |

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.

| REPORT NAME | DESCRIPTION | LAST RUN DATE | INFORMATION | PAGE USER |
|-------------|-------------------------|---------------|-------------|-----------|
| LCLAC | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LCLMB | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LDELQ | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LDQAN | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LFMLOG | 001 PROGRAM UNMADR | 2/01/2016 | | |
| LGLETB | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LINTB | 001 BY PURCHASE DATE | 2/01/2016 | | |
| LIRACT | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LLNIA | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LLNSC | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LLNTP | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LLNTP | 002 Mortgage Loans | 2/01/2016 | | |
| LLNTP | 003 Auto Loans | 2/01/2016 | | |
| LMBRN | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LMBRT | 001 CUA MONTHLY ARCHIVE | 2/01/2016 | | |
| LMTCD | 001 IRA CDs ONLY | 2/01/2016 | | |

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 5.

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.

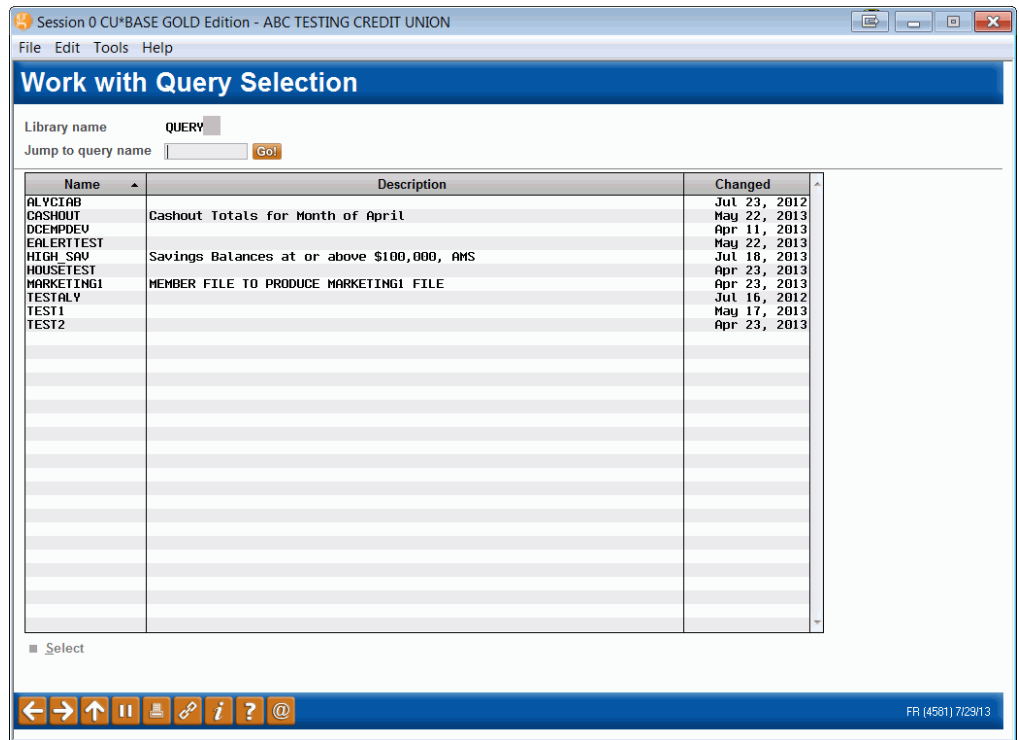
1. Use **Tool #758 Report Automation - Custom Rpts/Files**
2. You will view a listing of the Queries that are currently included in the Query scheduler.

The screenshot shows a software window titled "Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION" with a menu bar (File, Edit, Tools, Help). The main area is titled "Report Automation: Custom Reports/Files" and 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 | 01 | 8/24/15 | +T | 5/01/15 | Test CHARGEOFF2 | DONAL DP | 3/02/15 |
| ZEROBALX | 020 | 02 | 3/26/13 | 05 | 5/01/15 | Test ZEROBALX | DONAL DP | 3/02/15 |
| EXTDELX | 030 | 03 | 3/26/13 | 05 | 5/01/15 | Test EXTDELX | DONAL DP | 3/02/15 |
| TDR6X | 040 | 04 | 3/26/13 | 05 | 5/01/15 | Test TDR6X | DONAL DP | 3/02/15 |
| A_VIS_10 | 050 | 15 | 8/24/15 | +T | | | PHILLIPP | 8/24/15 |

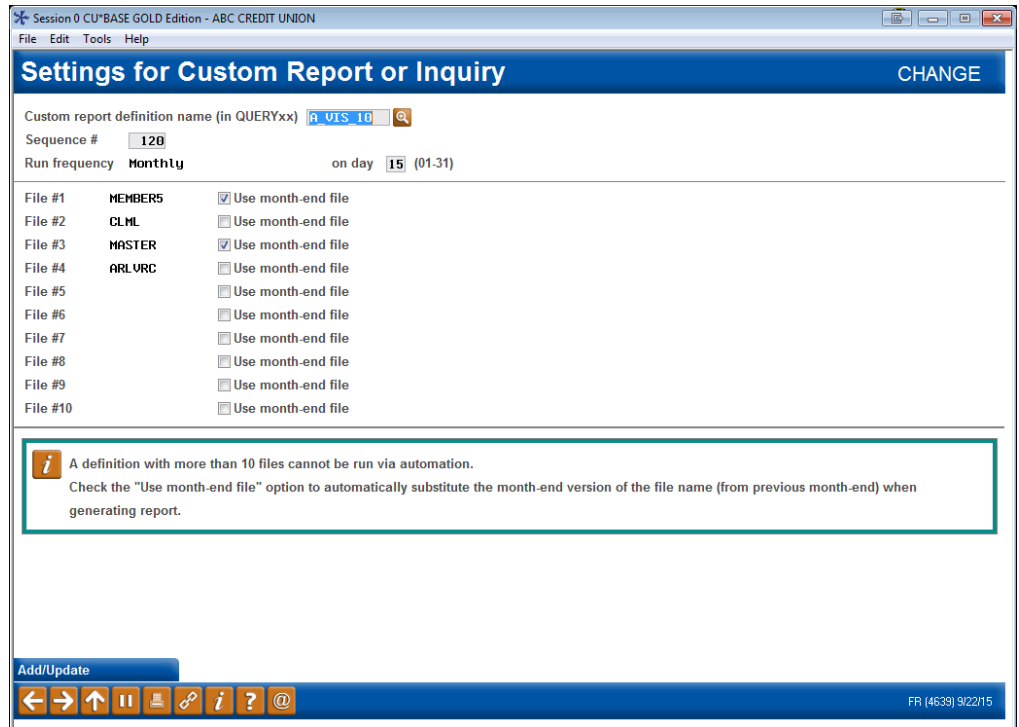
Below the table are three buttons: "Edit", "Remove from automation", and "View". To the right of these buttons are two vertical arrows (up and down). At the bottom left, there are buttons for "Add New" and "Resequence". At the bottom right, there is a status bar with the text "FR (4630) 9/22/15" and a set of navigation icons.

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. Enter the day of the month on which you want this Query to be run in the *on day* field. (Enter 31 to have the Query run on the last day of the month.) If an end-of-month file is needed, check *Use month-end file*.
 - Refer to the Query Scheduler section of the Frequently-Asked Questions section (page 5) for more detailed information on the selection of a day and for special circumstances related to the selection of a day.



7. Use *Add/Update* (F5) to add the Query to the Query Scheduler.
8. The new Query is added to the scheduler.

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:

| Automation Scheduler | | | | | | Custom Report Definition | | |
|----------------------|-----|---------|----------|----|----------|--------------------------|------------|----------|
| Name | Seq | Run Day | Modified | By | Last Run | Description | Created By | Modified |
| CHARGEOFF2 | 010 | 01 | 8/24/15 | +1 | 5/01/15 | Test CHARGEOFF2 | DONALDP | 3/02/15 |
| ZEROBALX | 020 | 02 | 3/26/13 | 05 | 5/01/15 | Test ZEROBALX | DONALDP | 3/02/15 |

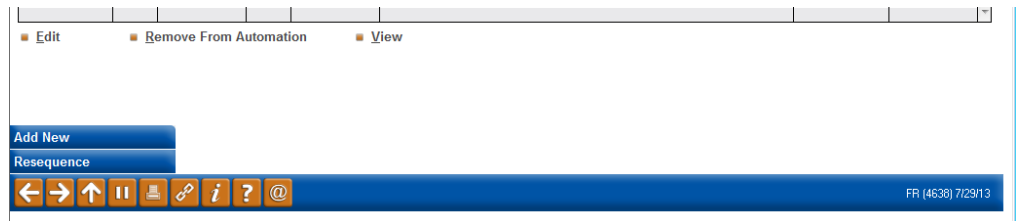
1. If you add the Queries out of order sequentially, select the Query and *Edit*.
2. Enter a new number in the *Sequence #* field.



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.)

| Automation Scheduler | | | | | | Custom Report Definition | | |
|----------------------|-----|---------|----------|----|----------|--------------------------|------------|----------|
| Name | Seq | Run Day | Modified | By | Last Run | Description | Created By | Modified |
| CHARGEOFF2 | 010 | 01 | 4/27/16 | | 2/01/16 | Test CHARGEOFF2 | | 2/06/16 |
| STUMOEND | 020 | 01 | 3/26/13 | | 2/01/16 | **NOT FOUND** | | |

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.

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

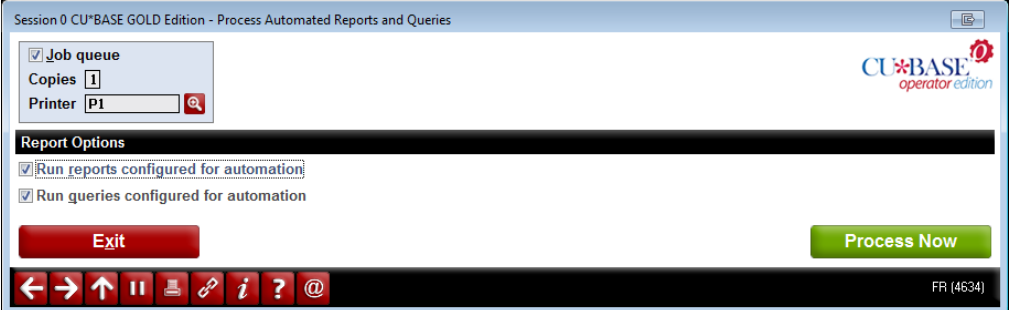
| QUERY NAME | FREQUENCY | SEQUENCE | LAST RUN DATE | EXCEPTIONS |
|------------|-----------|----------|---------------|---|
| HAM5 | M | 010 | 2/01/2016 | |
| HAM6 | M | 020 | 2/01/2016 | |
| ALLOANS | M | 030 | 2/01/2016 | Printer name not configured. Report placed in HOLDAB outq |
| CREDIT | M | 040 | 2/01/2016 | Printer name not configured. Report placed in HOLDAB outq |
| LNAPHA | M | 050 | 2/01/2016 | |
| NLNAPHA | M | 060 | 2/01/2016 | |
| LNAPPSALL | M | 070 | 2/01/2016 | Printer name not configured. Report placed in HOLDAB outq |
| HAMASTER | M | 080 | 2/01/2016 | |
| ONLYM6 | M | 120 | 2/01/2016 | |
| TRACKERHA | M | 130 | 2/01/2016 | |
| TRACKER1 | M | 140 | 2/01/2016 | |
| TRACKER2 | M | 150 | 2/01/2016 | |
| TRACKER | M | 160 | 2/01/2016 | Printer name not configured. Report placed in HOLDAB outq |

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". The window contains the following elements:

- Job queue section:** A checked checkbox for "Job queue", a "Copies" field with the value "1", and a "Printer" field with the value "P1".
- Report Options section:** Two checked checkboxes: "Run reports configured for automation" and "Run queries configured for automation".
- Buttons:** A red "Exit" button and a green "Process Now" button.
- Footer:** A navigation bar with icons for back, forward, up, pause, print, refresh, help, and search, along with 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).