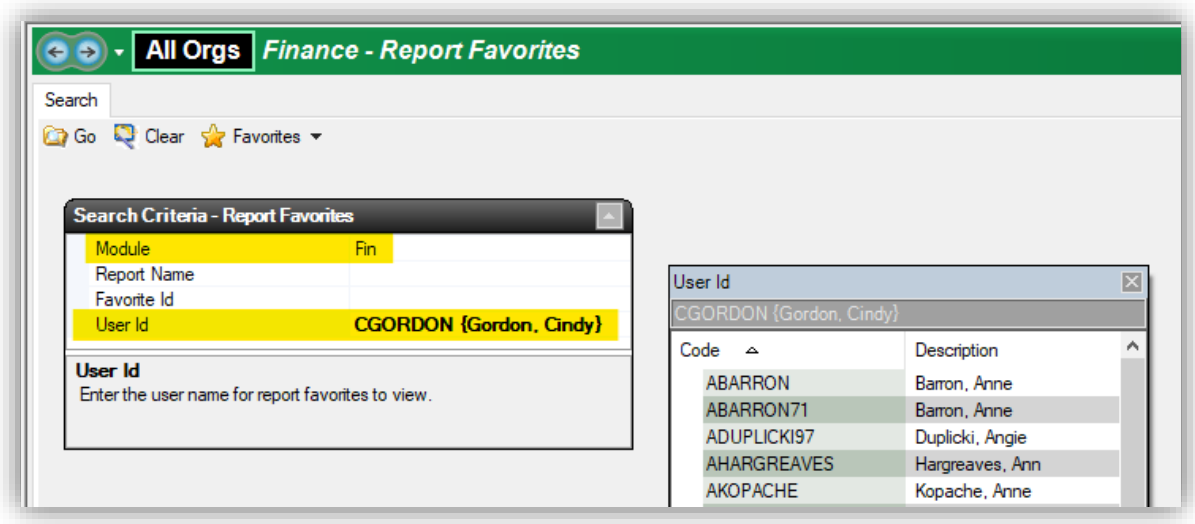
Report Favorites – Public and Scheduling

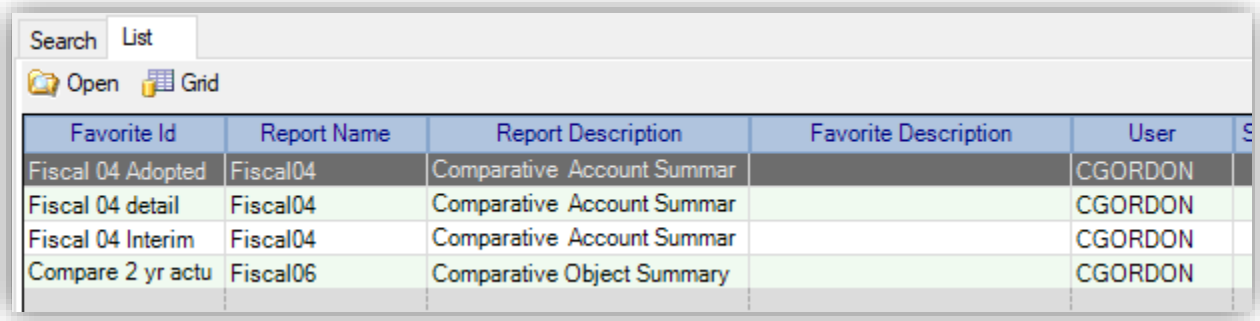
We have the ability to share reports within our county when Report Favorites are marked as Public. The Public Report uses the report filters only, not the data. This is a great way to get reports that your SCOE Fiscal Advisors and other users have created.

Go to Finance – Report Favorites

- **Module:** Fin or HR
- **User Id:** Select from the menu
- Click **Go** to get a list of Public Reports

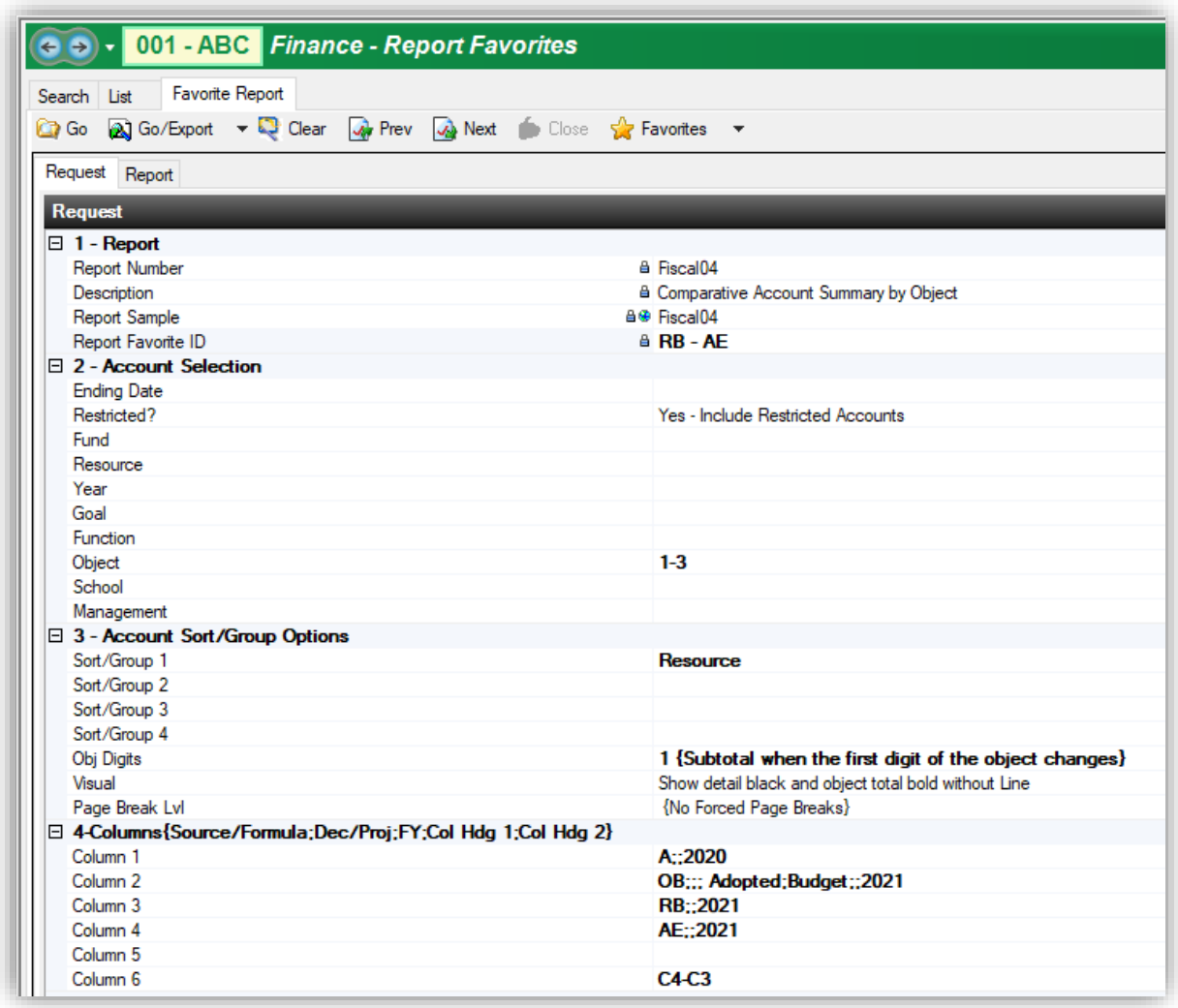


- From the list – Open the Report Favorite to copy
- Highlight and double click to Open



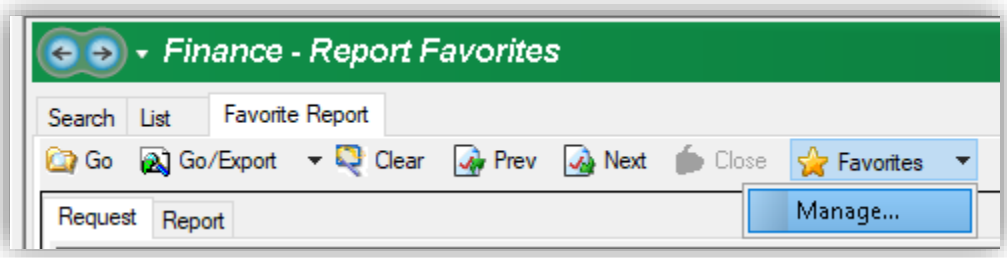
- Run report with current filters, then verify/update filters with District data

Example Fiscal04 Comparative Account Summary by Object:
Revised Budget – Actual + Encumbrance

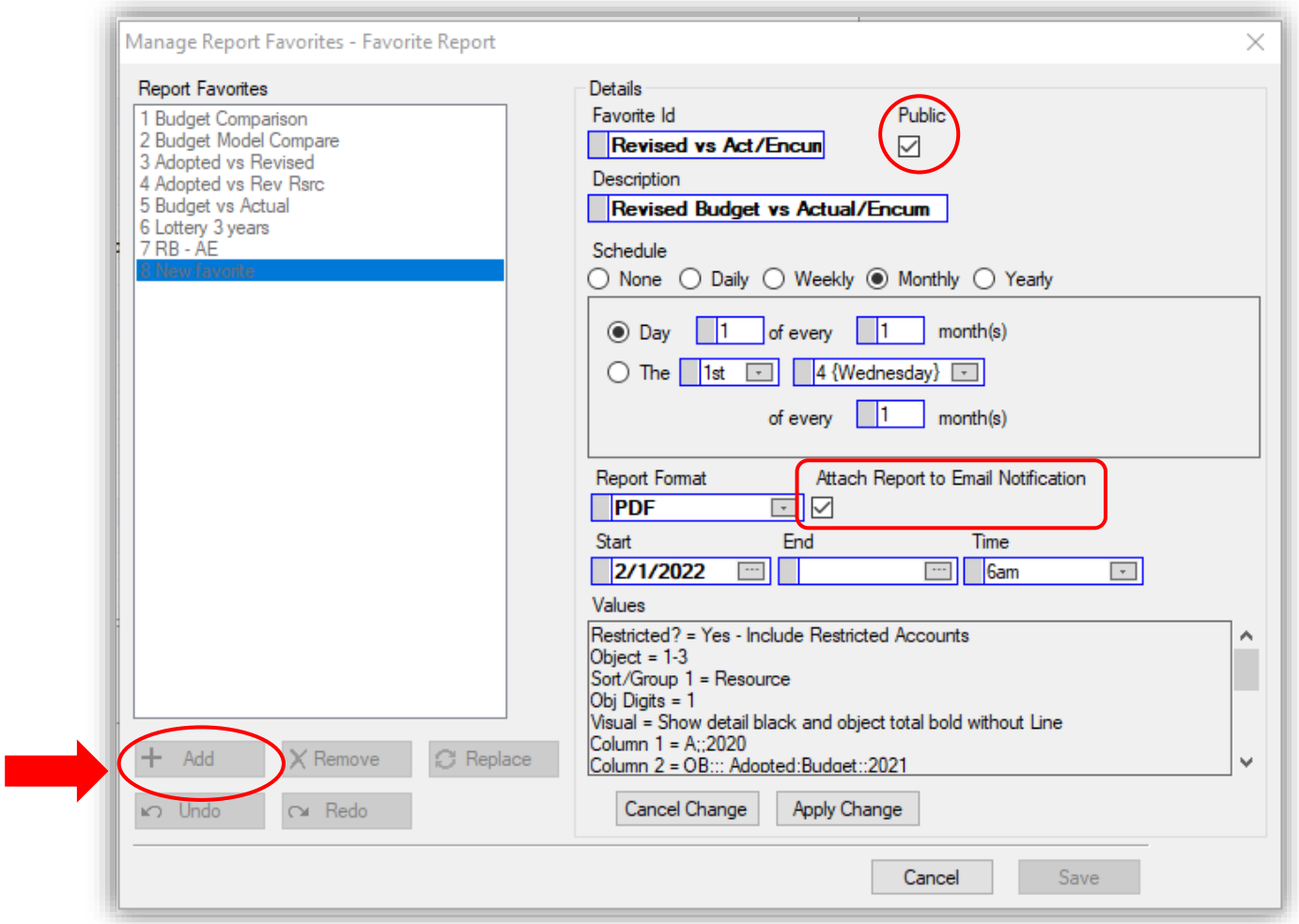


- **2 – Account Selection:** Update as needed
- **3 – Account Sort/Group Options**: Update as needed
- **4 – Columns:** Update as needed; use the menu to select; update with appropriate Fiscal Year

- Save as your own Report Favorite – Click on Favorites then Manage



- Click on **+Add**



- **Favorite Id:** Enter Custom Name
- **Public:** Check to share in Report Favorites
- **Description:** Enter Custom Name; Allows more characters than Id
- **Schedule:** None, Daily, Weekly, Monthly, Yearly
- **Day:** Choose options
- **Report Format:** Select format
- **Attach Report to Email Notification:** Click to attach report to email
    - **Note:** Reports with Social Security Number will not be attached, will receive notification that report is ready in My Report Activity
- **Start:** Enter date to start schedule
- **Apply Change**
- **Save**
- Report is now your Favorite!