How to Schedule your Agency's Nightly Check Register

Agencies can now schedule a daily check register to run on a nightly basis. This report will list all payments your agency made that day.
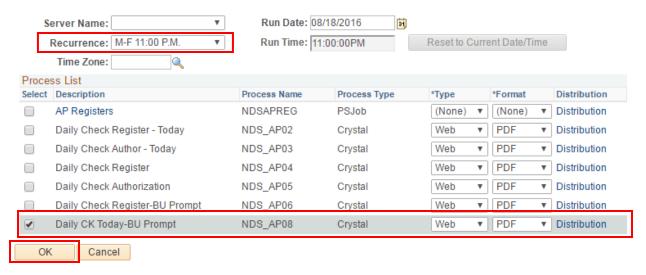
Step 1: You will need to setup a run control. To schedule this report, go to **NDS Reports > Account Payable > ND State Payment Registers** and select the Add a New Value tab. Type in your run control name (do not use spaces between words) and select the add button.

Step 2: Key in your Business Unit and select the Run button.

Step 3: Select the Daily CK Today-BU Prompt (NDS_AP08) and the type of format you want (PDF is the most common). To run this automatically every night, you will need to select a time in the Recurrence drop-down field. In this example, we selected the Monday thru Friday at 11:00 PM. recurrence. We recommend that you select a time between 10:00 PM and 11:30 PM Monday thru Friday. Once your recurrence is selected, select the OK button.

Server Name: [▼]	Run Date: 08/18/2016 [📅]
Recurrence: [M-F 11:00 P.M. ▼]	Run Time: 11:00:00PM [Reset to Current Date/Time]
Time Zone: [🔍]	

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	AP Registers	NDSAPREG	PSJob	(None) ▼	(None) ▼	Distribution
☐	Daily Check Register - Today	NDS_AP02	Crystal	Web ▼	PDF ▼	Distribution
☐	Daily Check Author - Today	NDS_AP03	Crystal	Web ▼	PDF ▼	Distribution
☐	Daily Check Register	NDS_AP04	Crystal	Web ▼	PDF ▼	Distribution
☐	Daily Check Authorization	NDS_AP05	Crystal	Web ▼	PDF ▼	Distribution
☐	Daily Check Register-BU Prompt	NDS_AP06	Crystal	Web ▼	PDF ▼	Distribution
☑	Daily CK Today-BU Prompt	NDS_AP08	Crystal	Web ▼	PDF ▼	Distribution

[OK] [Cancel]

To view the report every morning, you will go to your Process Monitor and select the Details link on the NDS_AP08 process. Click on the View Log/Trace link and then the pdf link to open and view your report. This report will run automatically based on your recurrence selection. If your agency had no payments for that day's run, the report will be blank. If you have any questions, please contact OMB.