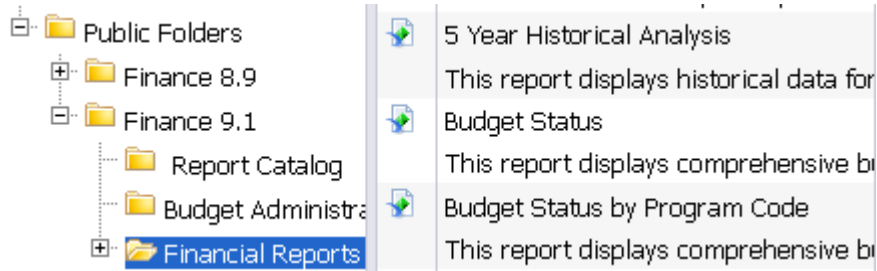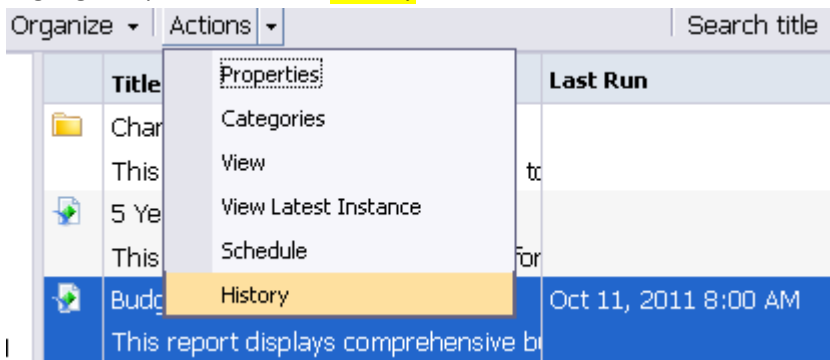**BGSU**

Scenario: FMS month end closing is unexpectedly delayed. Scheduled budget reports run, on previously set date, but prior to month end being completely closed. It is now necessary to re-run a budget report.

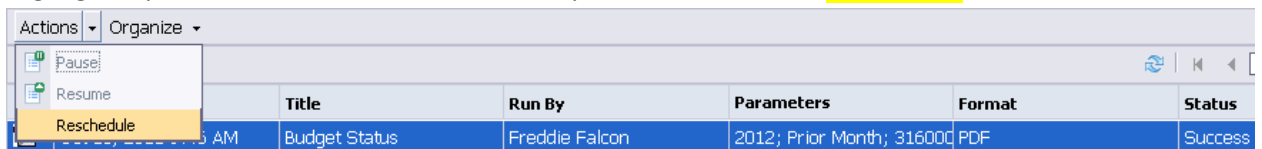1) Find report in folder, for this example we'll use the Budget Status report
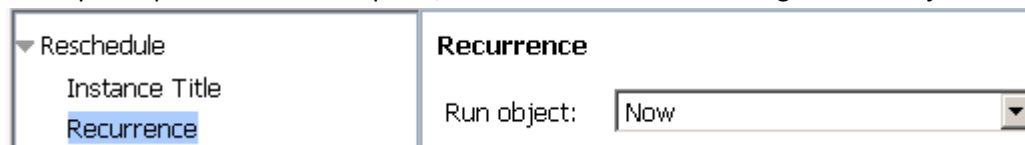

2) Highlight report and select History

3) Find recent instance where Status=Success

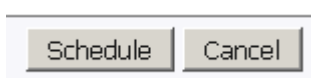|	Instance Time ▼	Title	Run By	Parameters	Format	Status
	Oct 13, 2011 9:46 AM	Budget Status	Freddie Falcon	2012; Prior Month; 316000	PDF	Success
	Oct 13, 2011 9:46 AM	Budget Status	Freddie Falcon	2012; Prior Month; 316000	PDF	Recurring

4) Highlight report instance; from the Actions drop down menu, select Reschedule

5) All required parameters are in place, select Recurrence and change to Run object: Now

6) Click Schedule button in lower right hand corner

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7) In this example, the Budget Status report is executed on demand

	Instance Time ▼	Title	Run By	Parameters	Format	Status
	Oct 13, 2011 9:53 AM	Budget Status	Freddie Falcon	2012; Prior Month; 316000	PDF	Running
	Oct 13, 2011 9:46 AM	Budget Status	Freddie Falcon	2012; Prior Month; 316000	PDF	Success

8) Recurring schedule instance is not affected

	Instance Time ▼	Title	Run By	Parameters	Format	Status
	Oct 13, 2011 9:53 AM	Budget Status	Freddie Falcon	2012; Prior Month; 316000	PDF	Success
	Oct 13, 2011 9:46 AM	Budget Status	Freddie Falcon	2012; Prior Month; 316000	PDF	Success
	Oct 13, 2011 9:46 AM	Budget Status	Freddie Falcon	2012; Prior Month; 316000	PDF	Recurring

The newer instance is now available for review. The steps necessary to re-run a budget report are now complete.