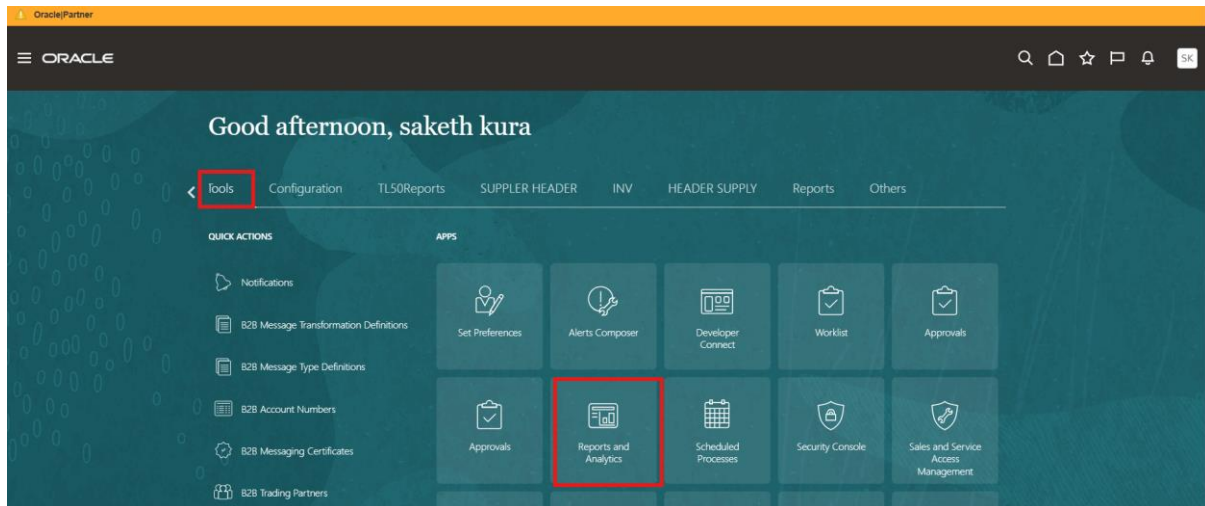


BIP REPORT SCHEDULING IN ORACLE FUSION

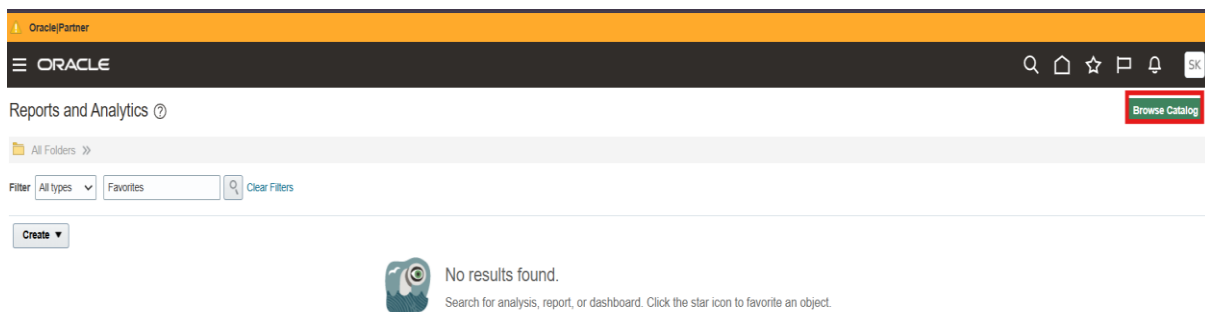
Document is prepared on Oracle Fusion 25B Release

Following are the steps to be followed:

1. Login to Oracle Fusion
2. From **Tools** click on **Reports and Analytics**.

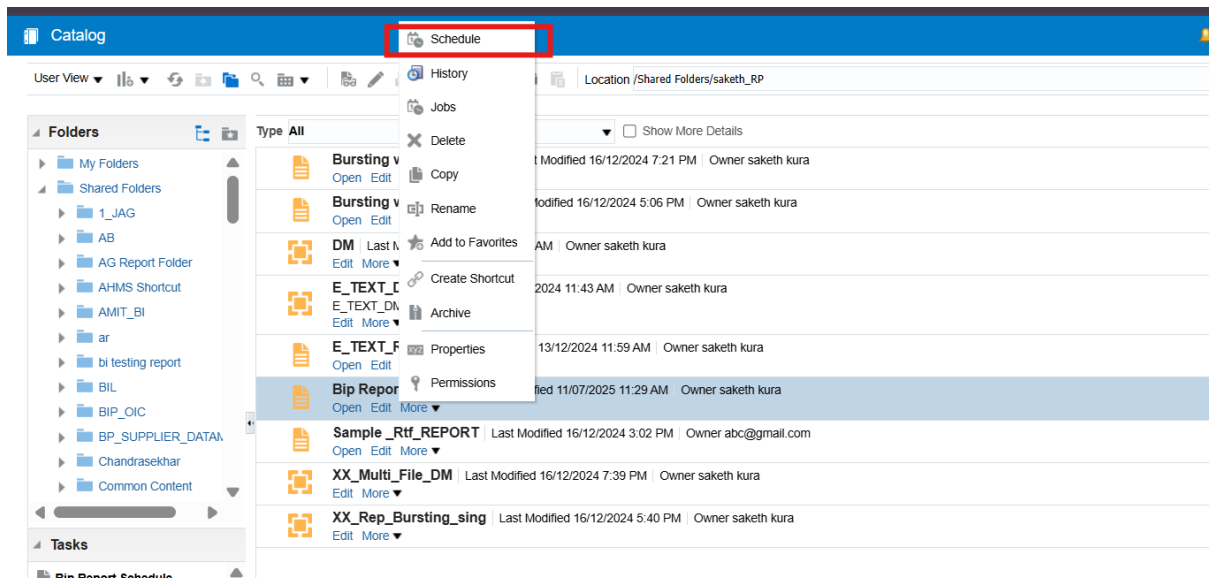


3. Click on **Browse Catalog**.



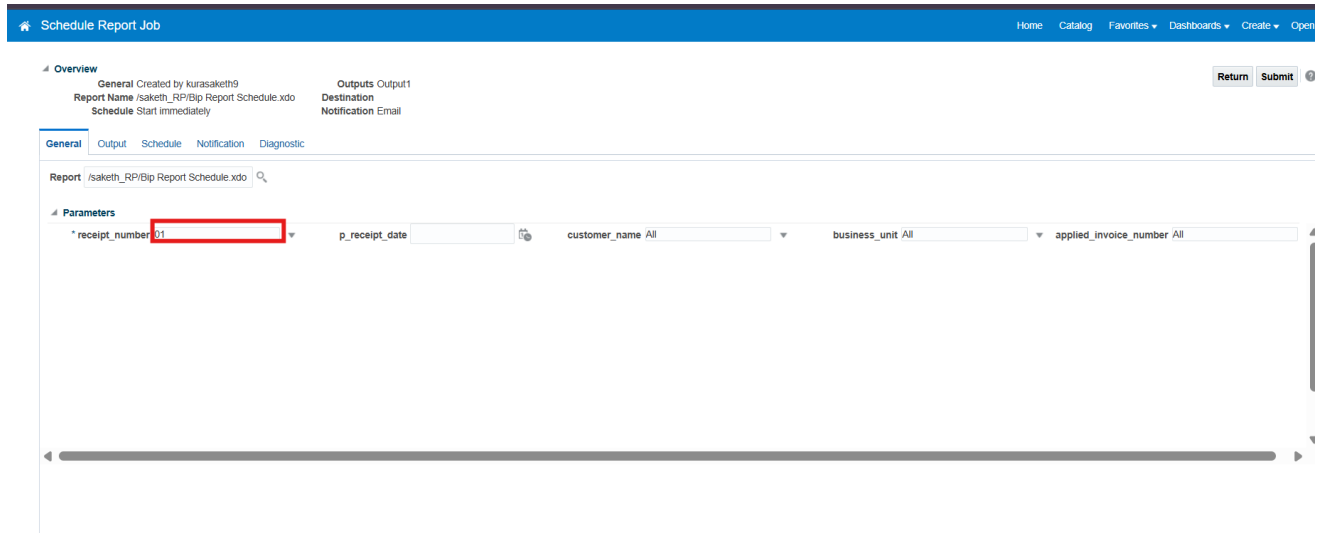
4. Select your report and click on more

5. Click on **Schedule**



6. After Selecting Schedule

7. In **General** select required parameters



8. In **output** you can select required format

Schedule Report Job

Overview

General Created by kurasaketh9
Report Name /saketh_RP/Blp Report Schedule.xdo
Schedule Start immediately

Outputs Output1
Destination
Notification Email

General **Output** Schedule Notification Diagnostic

☐ Enable XML Pruning
☐ Make Output Public
☒ Save Data for Republishing
☐ Compress output prior to delivery

Output

Name	Layout	Format	Locale	Timezone	Calendar	Save Output
Output1	Task	Excel (*.xls)	English (United States)	(UTC+05:30) Kolkata - India Time (IT)	Gregorian	<input checked="" type="checkbox"/>

Destination

You can add multiple destinations as you need.

Destination Type Email **Add Destination**

9. Select the **schedule** and then choose the required time.

Schedule Report Job

Overview

General Created by kurasaketh9
Report Name /saketh_RP/Blp Report Schedule.xdo
Schedule Start on Jul 14, 2025 2:00:00 PM Recur Daily

Outputs Output1
Destination
Notification Email

General Output **Schedule** Notification

Define Schedule Time

Frequency **Daily**

Every 1 day(s)

Start Jul 14, 2025 2:00:00 PM (UTC+05:30) Kolkata - India Time (IT)

End Jul 19, 2025 2:00:00 PM (UTC+05:30) Kolkata - India Time (IT)

Define Schedule Trigger

☐ Use Trigger

10. In Notification, configure email alerts by providing an email address and selecting when to notify: report completed, completed with warnings, failed, or skipped.

The screenshot shows the 'Schedule Report Job' interface with the 'Notification' tab selected. The 'General' section indicates the report was created by 'kurasaketh9', the name is '/saketh_RP/Bip Report Schedule.xdo', and it is scheduled to start immediately. The 'Outputs' section shows 'Output1' as the destination. The 'Notification' section is configured with 'Email' as the notification method, the email address 'saketh.kura@yardglobalsolutions.com', and all four notification conditions checked: 'Report completed', 'Report completed with warnings', 'Report failed', and 'Report skipped'.

11. After selecting required options click on submit.

The screenshot shows the 'Schedule Report Job' interface with the 'Diagnostic' tab selected. A 'Submit' dialog box is open, displaying the report details: 'Report /saketh_RP/Bip Report Schedule.xdo', parameters 'receipt_number="01", bp_receipt_date=""', 'customer_name="AIR", business_unit="AIR"', and 'applied_invoice_number="AIR"'. The dialog also shows the schedule start time, output, and notification settings. At the bottom, the 'Report Job Name' is 'Schedule Bip report'. The 'Submit' button is highlighted in red.

Schedule Report Job

ehqj-test.fa.em3.oraclecloud.com says

Job "Schedule Bip report" successfully submitted

OK

Home Catalog Favorites Dashboards Create Open

Submitting Job... Return Submit

Overview

General

Created by kurasaketh9

Report Name /sakeeth_RP/Bip Report Schedule.xdo

Schedule Start on Jul 14, 2025 1:50:28 PM

Outputs

Output1

Destination

Notification Email

General

Output

Schedule

Notification

Diagnostics

☐ Enable SQL Explain Plan

☐ Enable Data Engine Diagnostic

☐ Enable Report Processor Diagnostic

☐ Enable Consolidated Job Diagnostic

1. Go to your report location, click on **'More'**, and then select **'History'**

The screenshot shows the Oracle Catalog interface. On the left, there is a 'Folders' pane with a tree view including 'My Folders', 'Shared Folders', and '1_JAG'. The main pane displays a list of reports. The report 'Bip Report Schedule' is selected, and its 'More' menu is open. The 'History' option is highlighted with a red box. Other options in the menu include 'Open', 'Edit', 'Schedule', 'Jobs', 'Delete', 'Copy', 'Rename', 'Add to Favorites', 'Create Shortcut', 'Archive', 'Properties', and 'Permissions'.

13. Select the **Schedule BIP Report** option

The screenshot shows the Oracle Report Job History interface. At the top, there is a 'Report Job History' header. Below it, there are filters for 'Report Job Name Contains', 'Report Path Equals', 'Schedule Context Contains', 'Start Processing', 'End Processing', 'Owner', and 'Scope'. The 'Report Job Name' filter is set to 'Schedule BIP report'. The 'Report Path' filter is set to '/saketh_RP/Bip Report Schedule'. The 'Status' filter is set to 'All'. The 'Search' button is highlighted. Below the filters, there is a table of report job histories. The first row is highlighted with a red box and contains the following data:

Report Job Name	Report Name	Status	Start Processing	End Processing	Owner	Scope
Schedule BIP report	Bip Report Schedule.xdo	Success	Jul 13, 2025 03:49:30 PM	Jul 13, 2025 03:49:32 PM	kurasaketh9	Private

14. Click on **Output**

Report Job History

Home Catalog Favorites Dashboard

Last Refreshed Sun Jul 13, 2025 04:03:00 PM India Standard Time

General Information

General Information

Report Job ID 136542

Report Job Name Schedule Bip report

Owner kurasaketh9

Report Name Bip Report Schedule

Report Scope Private

Report Job Schedule 7/13/25 3:49:17 PM IST

Active Start Date

Active End Date

Trigger Data Model

Trigger Name

Trigger Retry Limit

Trigger Pause Time

Trigger Parameters

Report Job Execution Information

Report Job Status Success

Start Processing Time 7/13/25 3:49:30 PM IST

End Processing Time 7/13/25 3:49:32 PM IST

Time Elapsed 1.36 seconds

Report Parameters

receipt_number 01

p_receipt_date

customer_name All

business_unit All

applied_invoice_number All

Output & Delivery

XML Data Diagnostic Log Republish

Status All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Output1	Tasik	EXCEL	English (United States)	(UTC+05:30) Kolkata - India Time (IT)	Gregorian	Success	

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