**Run and View an Analytics Publisher Report from the Scheduled Processes Page**

* Tools > Scheduled Processes
* Click on Schedule New Process > Name: Billing History Report < Click OK
* Business Unit: Supremo US Business Unit
* From Customer Name: New Start Gyms > Account Number: 22118 > Click OK
* Click Submit
* Copy the confirmation number > Click OK
* Click on the refresh icon until the status shows as SUCCEEDED
* Click on Search on top left > Paste the confirmation number in Process ID
* Hit Search > Find and click on the Report > Open the Output Document

**Create Data Model and Report from SQL**

* Tools > Reports and Analytics > Browse Catalog
* Click on the new icon > Click Data Model
* Click on the + icon on the top > Click SQL Query
* Name: 99AR\_Adjustments
* Data Source: ApplicationDB\_FSCM
* SQL Query: SELECT ADJUSTMENT\_NUMBER, CREATION\_DATE, CREATED\_BY, STATUS, AMOUNT FROM AR\_ADJUSTMENTS\_ALL
* Click OK
* Go in the Data tab >
* Rows: 200
* Click View > Click Table View > Click Save as Sample Data
* Click OK > Click Save As > Save in MyFolder > Name: 99AR\_Adjustments\_DM > Click OK
* Click Create a Report on top right > Click Next >
* Page Options: Portrait
* Layout: Table
* Drop each column one by one > Click Next and Finish
* Save in MyFolders > Name: 99AR Adjustments

**Download Sample Data**

* Tools > Scheduled Processes > Click Schedule New Processes
* Name: Payables Invoice Register > Click Tab button on keyboard > Click OK
* Business Unit: Supremo US
* Supplier Name: Advanced Corp.
* Accounting Period: 4-22
* Click Submit > Click OK
* Click Refresh until the Status becomes SUCCEEDED
* Click on the Payables Invoice Register
* Open up the document and download it