A screenshot of a computer

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To Run Reports

* Go to VISION
* Click the 3 lines
* Select Tools
* Select Scheduled Processes

To Schedule New Process

* Select Schedule New Process
* Type in the name and description then press OK
* Select Business Unit Supremo
* Select Business Unit Context: Payments
* Then submit it
* Click Reload on the top bar until the status shows SUCCEEDED

To Access the Output

* Click on the 3 lines
* Select Other
* Then Select Financial Reporting Center
* Click All
* Then Search up the name of Process
* Now Click on that Process