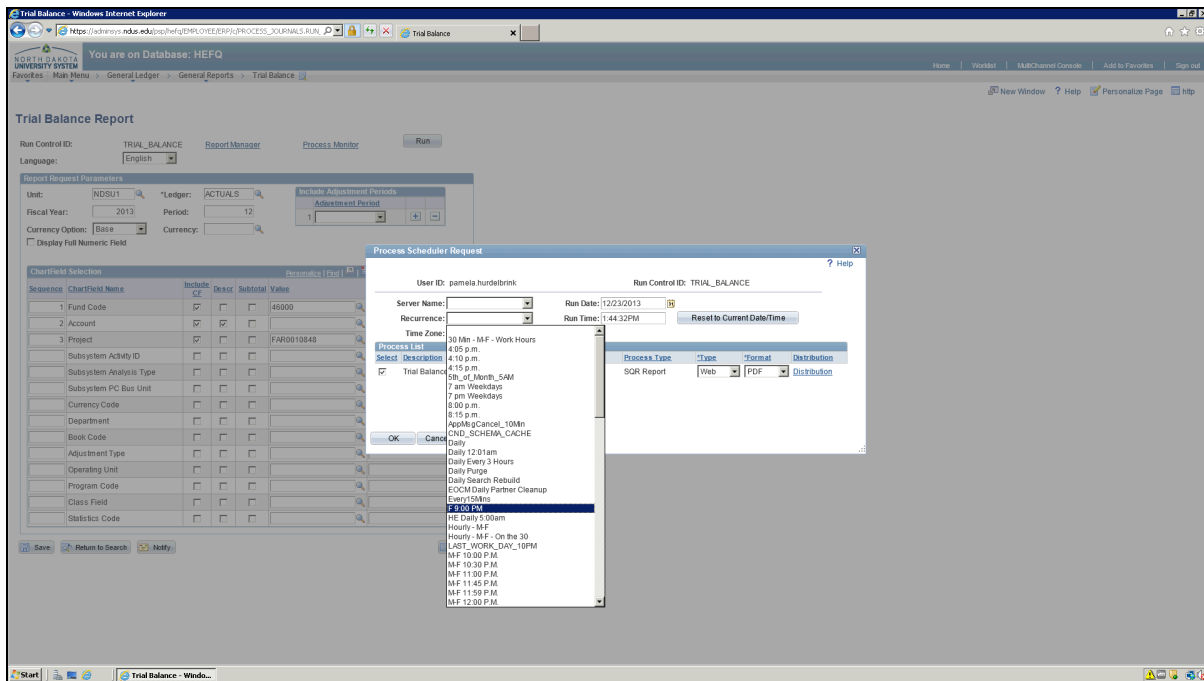


NDUS Report: Recurring Options

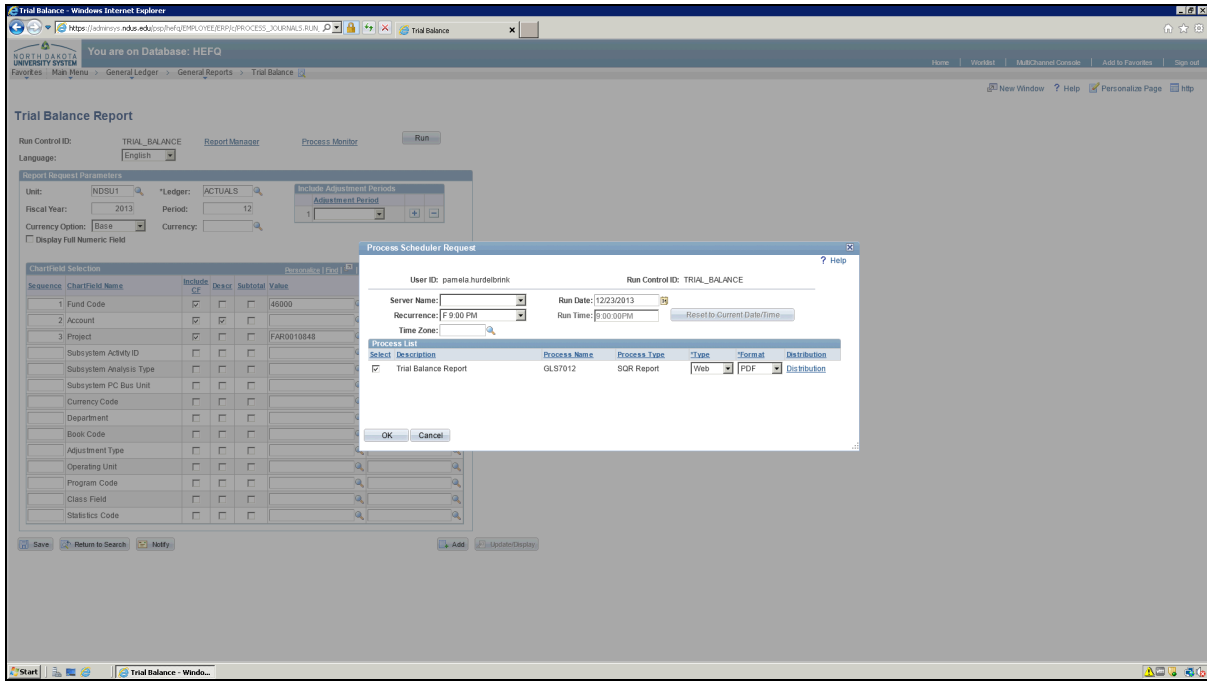
The recurrence setup is on the **Process Scheduler Request** page, which displays after selecting the **RUN** button on the process request(run control). This job aid begins on the **Process Scheduler Request** page. This is one example of a report.


The navigation will vary depending upon the report that is desired.

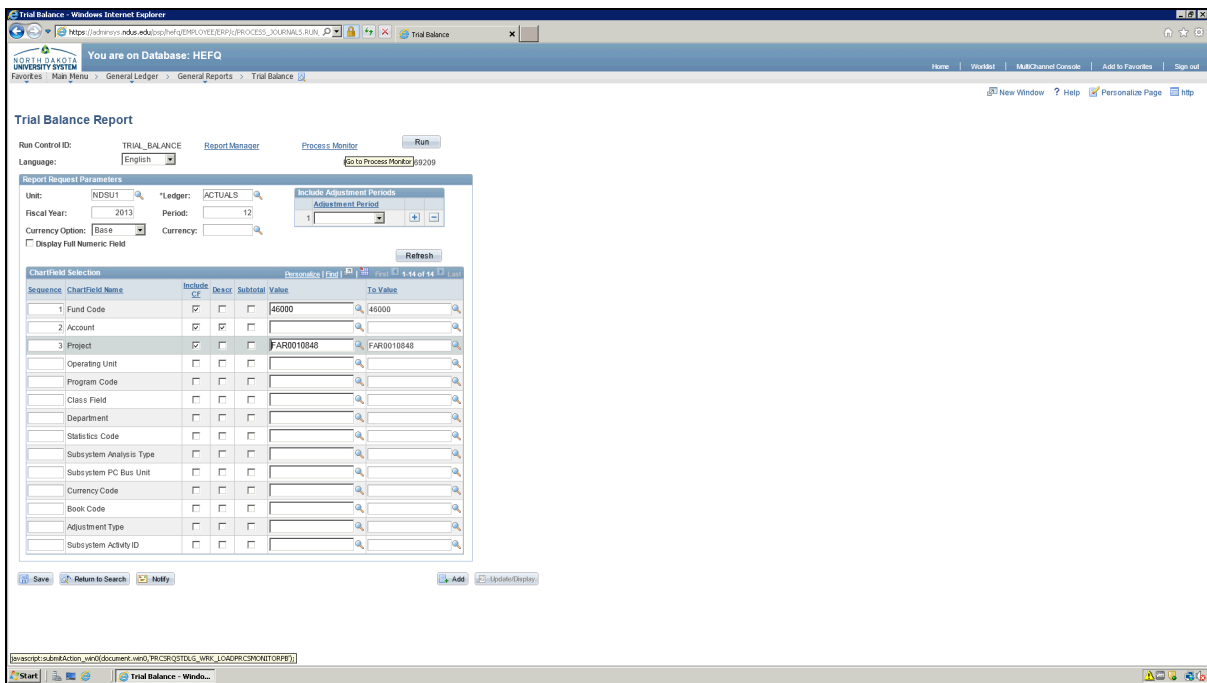
Navigation: General Ledger > General Reports > Trial Balance




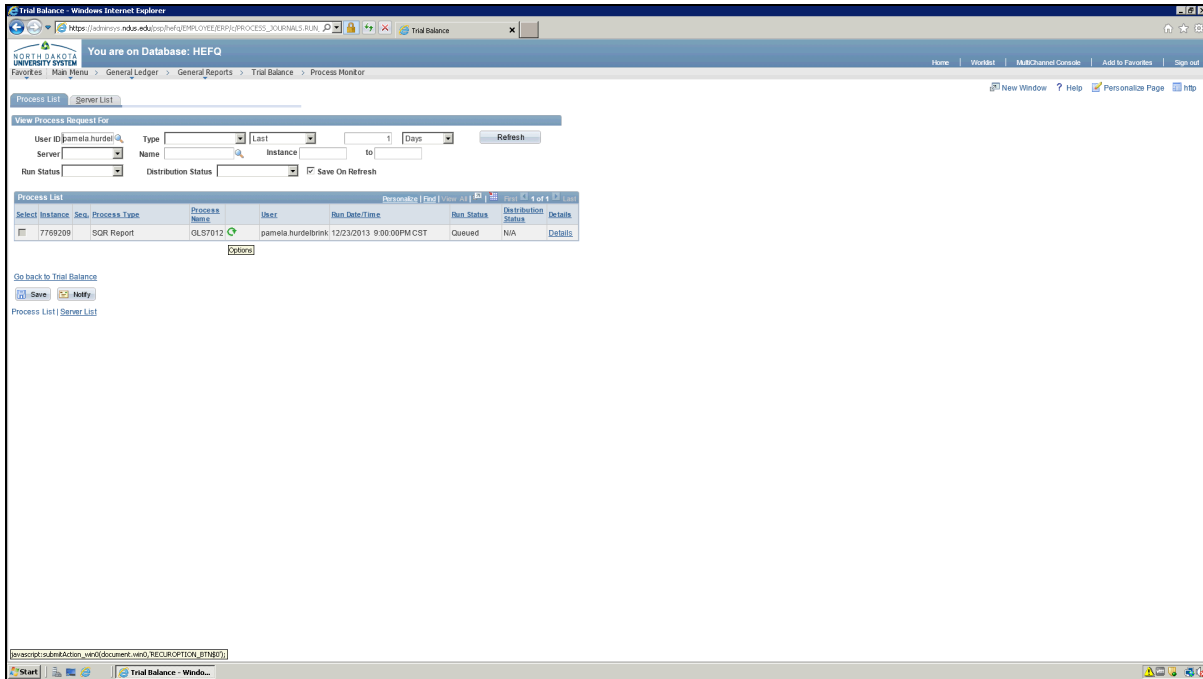
Step	Action
1.	Click the Recurrence list to select a recurrence for your process.




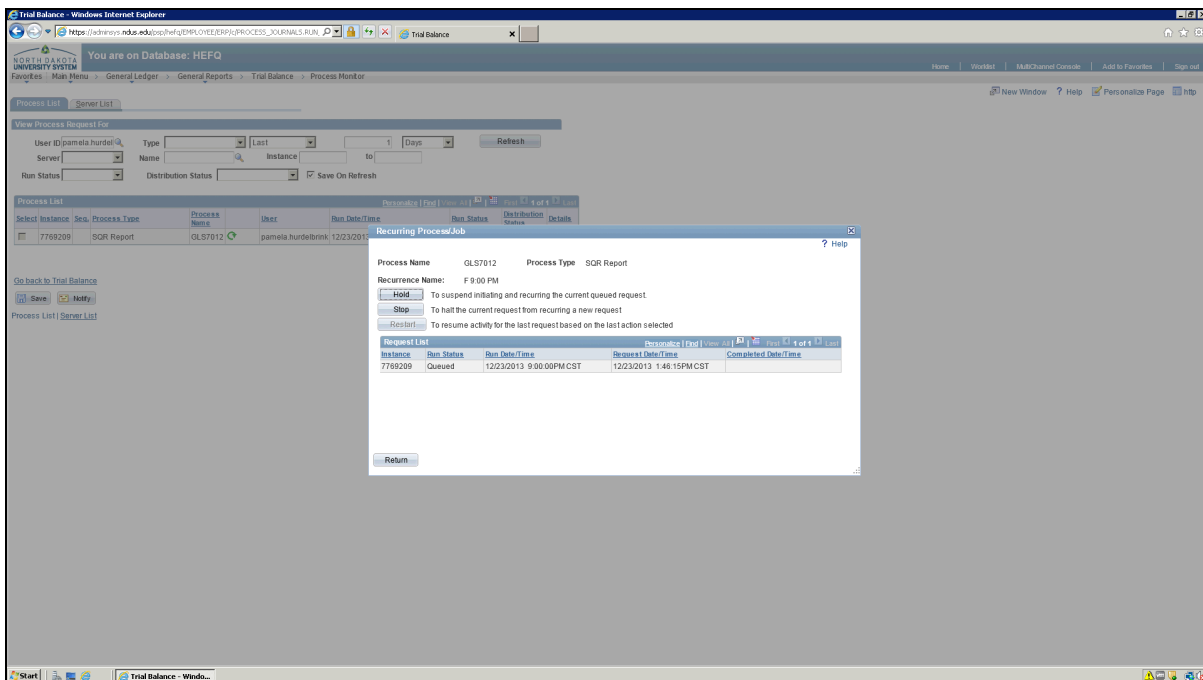
Step	Action
2.	Click the OK button. 




Step	Action
3.	Click the Process Monitor link to view the recurring process or to make changes to the recurring process. 



Step	Action
4.	Click the Options button. On process monitor, a recurring process is identified with the green circle with arrows symbol. 



Step	Action
5.	Clicking the symbol will allow changes to the recurring process. Click the Hold, Stop, or Restart button for the appropriate action. Click the Return button. 
6.	End of Procedure.