



In Core-CT 9.1 many Accounts Payable reports will be created using the PeopleSoft XML publisher (Process Type: BI Publisher).

The navigation used to run reports in Core-CT 9.1 is identical to that used in Core-CT 8.9. The report name and the report description are identical to those found in Core-CT 8.9. The steps to run the XML reports are identical to those used in Core-CT 8.9. However, unlike Core-CT 8.9, the XML reports in Core-CT 9.1 must be viewed from the **Report Manager**. They cannot be viewed from the **View Log/Trace** page.

### Process Scheduler Request Page

In Core-CT 9.1 the Process Scheduler Request page lists both Crystal reports (those used in Core-CT 8.9) and XML reports—those with a **Process Type** of BI Publisher. Users should use the XML version of the reports rather than those associated with a **Process Type** of Crystal. The **Process Name** of an XML report always contains an “X”. In the example below, the **Process Name** for the XML report is APX1090 (the Crystal version of the report is APY1090-).

The screenshot shows the 'Process Scheduler Request' page. At the top, it displays 'User ID: COREReynoldsDave' and 'Run Control ID: dcr'. Below this are input fields for 'Server Name', 'Run Date' (11/26/2012), 'Recurrence', 'Run Time' (9:25:58AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is also present. The main section is a table titled 'Process List' with columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution. Two rows are visible: 'XMLP:Match Exceptions Report' (Process Name: APX1090, Process Type: BI Publisher) and 'Matching Exception Report' (Process Name: APY1090-, Process Type: Crystal). The first row is highlighted with a red border.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	XMLP:Match Exceptions Report	APX1090	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Matching Exception Report	APY1090-	Crystal	Web	PDF	Distribution

### Viewing XML Reports

After a report process has a **Run Status** of Success and a **Distribution Status** of Posted, users must use the **Go Back to...** link (in this example the **Go back to Match Exceptions** link) to return to the run control parameters page for the report.

Process List Server List

Actions

User ID: COREReynold Type: Last 1 Days Refresh

Server: Name: Instance: to:

Run Status: Distribution Status:  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6795055		BI Publisher	APX1090	COREReynoldsDave	11/26/2012 9:25:58AM EST	Success	Posted	Details

[Go back to Match Exceptions](#)

Clicking the **Details** link in the **Process List** grid to get to the **View Log/Trace** link on the **Process Detail** page will not produce the pdf of the report.

### View Log/Trace

**Report**

Report ID: 5463656 Process Instance: 6795055 [Message Log](#)

Name: APX1090 Process Type: XML Publisher

Run Status: Success

XMLP:Match Exceptions Report

**Distribution Details**

Distribution Node: PRODRPTFTP Expiration Date: 02/24/2013

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE APX1090_6795055.log</a>	171	11/26/2012 9:29:54.275404AM EST
<a href="#">AE APX1090_6795055.trc</a>	3,809	11/26/2012 9:29:54.275404AM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	COREReynoldsDave

To view the pdf of the report, click the **Report Manager** link on the run control parameters page (in this example the **Match Exceptions** page).

## Match Exceptions

Run Control ID: dcr [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English ▼

Process All Business Units

**Report Request Parameters**

Request Parameters Personalize | Find | | First 1 of 1 Last

*Business Unit	Description	
AESM1	Agricultural Experiment Sta	+ -

Click the **Administration** tab on the **Report Manager** page.

List Explorer Administration Archives

---

**View Reports For**

Folder: ▼ Instance:  to:  [Refresh](#)

Name:  Created On:  Last ▼ 1 Days ▼

**Reports** Personalize | Find | View All | | First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<a href="#">Report</a>				

Click the link in the **Description** column of the **Report List** grid. The pdf of the report will open in a new window.

List Explorer Administration Archives

---

**View Reports For**

User ID: COREReynolds Type: ▼ Last ▼ 1 Days ▼ [Refresh](#)

Status: ▼ Folder: ▼ Instance:  to:

**Report List** Personalize | Find | View All | | First 1 of 1 Last

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5463657	6795055	<span style="border: 1px solid red; padding: 2px;"><a href="#">APX1090 - APX1090.pdf</a></span>	11/26/2012 9:29:52AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>