



In Core-CT 9.1 many Accounts Receivable 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.

**Process Scheduler Request**

User ID: COREReynoldsDave      Run Control ID: DCR

Server Name:       Run Date: 11/05/2012

Recurrence:       Run Time: 5:36:00PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PIT Item Activity by Entry Typ	AR60001P	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Actv - GroupType/Orig	AR60002P	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Actv - Entry Type/Rsn	AR60003P	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Actv by Activity Type	AR60004P	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Actv - ActvTyp/Origin	AR60005P	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Activity by Entry Typ	ARX60001P	BI Publisher	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Actv - GroupType/Orig	ARX60002P	BI Publisher	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Actv - Entry Type/Rsn	ARX60003P	BI Publisher	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Actv by Activity Type	ARX60004P	BI Publisher	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	PIT Item Actv - ActvTyp/Origin	ARX60005P	BI Publisher	Web	PDF	<a href="#">Distribution</a>

### 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.. run control parameter** link (in this example the **Go back to Payment Detail – Point in Time** 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"/>	6338		BI Publisher	ARX20002P	COREReynoldD	10/10/2012 7:12:06PM EDT	Success	Posted	Details
<input type="checkbox"/>	6337		BI Publisher	ARX34002	COREReynoldD	10/10/2012 7:04:04PM EDT	Success	Posted	Details

[Go back to Payment Detail-Point in Time](#)

To view the pdf of the report click the **Report Manager** link on the run control parameters page (in this example the **Payment Detail – Point in Time** page).

### Payment Detail - Point in Time

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

Language: English

**Report Request Parameters**

Point in Time Type: Range   From Date: 01/01/2010   To Date: 10/10/2012

Deposit Unit: DOTM1   Dept. of Transportation

Amount Type: Base Curr

User ID: [ ]

Deposit ID: [ ]

Posting Status: All

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



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

