

In Core-CT 9.1 many General Ledger 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, report description, and the steps to run the XML reports are identical. However, 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.

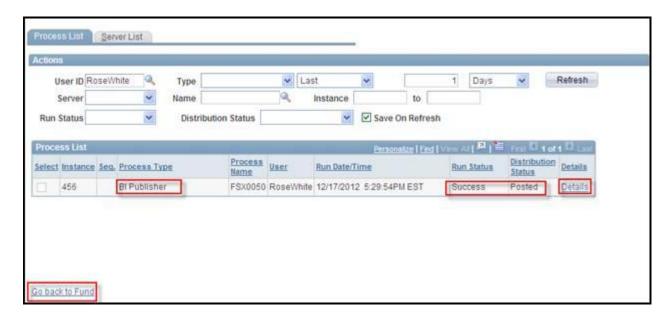
## **Process Scheduler Request Page**

In Core-CT 9.1 the **Process Scheduler Request** page lists both Crystal reports (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 contain an "X".

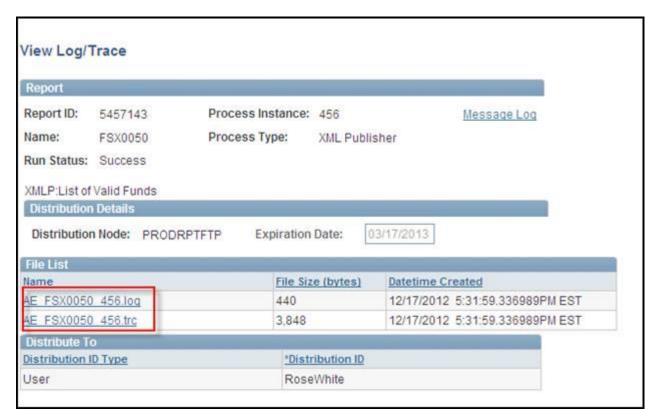


## **Viewing XML Reports**

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 Fund** link) to return to the run control parameter page for the report.



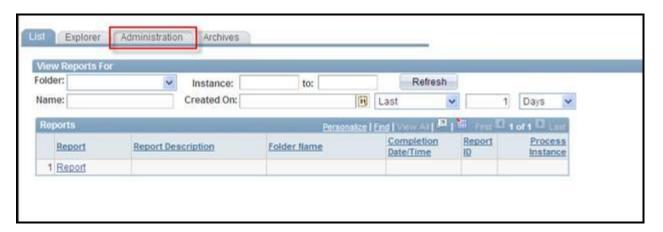
The View Log/Trace page, accessed by clicking the Details link in the Process List grid and then the View Log/Trace link on the Process Detail page, does not contain the pdf of the report.



Click the **Report Manager** link on the run control parameters page (in this example the **Fund Code** page) to view a pdf of the report.

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of Date:	11/01/2012	

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



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

