

1. Navigate to Main Menu > Core-CT Financials > Purchasing > Purchase Orders > Reports > Activity.

Main Menu > Core-CT Financia	ils			
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Core-CT EPM	•			
🗀 Core-CT Financials				
Core-CT HRMS	Employee Self-Service	· · · · · · · · · · · · · · · · · · ·		
🚞 Self Service	Supplier Contracts	•		
📔 Worklist	Customer Contracts	*		
Reporting Tools	🗀 Items	•		
PeopleTools	Vendors	•		
Change My Password	Procurement Contracts	▶ <u>racts</u>	Pract Creation Authoring	Customer Contracts
My Personalizations	🗀 Purchasing		and creation, Autorning,	Contracts Center
My System Profile	Inventory	Requisitions	1	Create and Amend
	eProcurement	Request for Quotes	• I	Determine Price and Terms
	Services Procurement	Purchase Orders	Stage/Source Requests	2 More
IS	Project Costing	Receipts		Procurement Contracts
age all item-related options.	🗀 Billing	Return To Vendor)efine, maintain, release, review and r
efine Items and Attributes	Accounts Payable	Procurement Cards	Reconcile POS	Add/Update Contracts
eview item information	🗀 Commitment Control	Interest	Review PO Information	- Review Contract Information
chasing	🗀 General Ledger	• • • • • • • • • • • • • • • • • • •	Add/Undate Express DOc Activity	
age requisitions, purchase orders, re	Allocations	ry options.	Add/Update Express POS	E Create Requisition
equisitions	🗀 Set Up Financials/Supply (Chain hain	Buyer's Workbareb	<u>Create Requisition</u> Manage Requisitions
equest for Quotes	🛅 Enterprise Components	h intory	Buyers workbench	Buyer Center
urchase Orders	🗀 Worklist	•	Approve POS	<u>3 More</u>
More	Reporting Tools	•	Approve Amounts	
rices Procurement	PeopleTools	► <u>na</u>		<u> 3illing</u>
tain Services Procurement.	Change My Password	costing.	Keserve PO IDs	Anage all aspects of the Billing produ
ervice Supplier Setup	My System Profile	ng Center		Review Billing Information
<u>y Profile</u>			Dispatch POs	

2. On the PO Activity search page, click on the Add a New Value tab. Enter a new Run Control ID (In this example, use PO_LISTINGS) and click Add.

PO Activity

Eind an Existing Value Add a New Value	
Run Control ID: PO_LISTINGS]
Add	

Find an Existing Value | Add a New Value

You can reuse this Run Control ID once you have saved it. Simply use the Find an Existing Value tab next time, and search for the Run Control ID created here.



3. The PO Activity page displays. Fill in the relevant report request parameters such as Business Unit, GL Business Unit, From Date and Through Date. When selecting the date, click on \bigcirc to see your date options.

×	
Help Select one of the following values:	
C Current Date M Current Date Minus Days N No Selection by Date P Current Date Plus Days S Specified Date	In this example, the report will run for the past thirty days from the current date (M Current Date Minus [30] days)
Cancel	

Activity

Run Control ID: PO_LISTING	GS	Report M	anager <u>P</u>	rocess Monitor	Run
Language: English	~				
Report Request Parameters	5				
Business Unit:	DOTM1				
GL Business Unit:	STATE 🔍		Include Cano	celled POs?	
Department:			Include Oper	n/Pending Appr F	Os?
From Date					
Option: M 🔍	Nbr Days:	30	Date:	01/07/2013	31
Through Date					
Option: C 🔍	Nbr Days:		Date:	01/07/2013	31

Save Notify Refresh	Add +	Update/Display
4. Click Save. Make sure you save your report BEFORE ye	ou run it!	
5. Click Run. This will bring you to the Process Schedul	er Reque	st page.

Process Scheduler Request

Activity



6. On the Process Scheduler Request Page, choose the PO Listing Report you want to run by selecting the checkbox to the left of the report name. Next, select PDF from the Format drop down list.

Run Control ID: PO_LISTINGS User ID: Server Name: PSNT ~ Run Date: 01/07/2013 31 Run Time: 9:52:23AM Reset to Current Date/Time ¥ Recurrence: 0 Time Zone: Process List *Type Distribution Select Description Process Name Process Type *Format PO Activity POP0009 SQR Report Web PDF Distribution **~** ~ 0K Cancel Refresh 0K 7. Click to submit the report and return to the PO Activity page.

8. On the PO Activity page, click Process Monitor.

louvity				
Run Control ID: PO_LISTING	s	Repo	rt Manager Pr	ocess Monitor Run
Language: English	*			
Report Request Parameters	•			
Business Unit:	DOTM1			
GL Business Unit:	STATE 🔍		Include Canc	elled POs?
Department:			Include Open	/Pending Appr POs?
From Date				
Option: M	Nbr Days:	30	Date:	12/08/2012 🛐
Through Date				
Option: C	Nbr Days:		Date:	01/07/2013 🛐





9. Click Refresh periodically until the report status reads Posted.

10. Click Details to go to the Report Detail page.

Process List	erver List									
Actions										
User ID Turbe	ertJ 🔍	Туре		✓ L	.ast	*		1 Days	*	Refresh
Server	*	Name		0	Instance		to			
Run Status	~	Distribution	Status		*	Save O	n Refresh			
Process List						Personali	<u>ze Find V</u>	/iew All 🗖 🖥	First 🗹	1 of 1 🖸 Last
Select Instance Se	eq. Process Ty	pe	Process Name	User	Run Date/Tin	ne		Run Status	Distribut Status	tion Details
7021257	SQR Repor	t	POPO009		01/07/2013	9:52:23AM	EST	Success	Posted	Details
									\smile	
Go back to PO Activi	ity									
🗐 Save 🔛 No	otify									
	-1.5-4									
rocess List Server	<u>r List</u>									

11. On the Report Detail page, Click View Log/Trace.

Process Detail

Process	
Instance 7021257	Type SQR Report
Name POPO009	Description PO Activity
Run Status Success Dis	stribution Status Posted
Run	Update Process
Run Control ID PO_LISTINGS Location Server Server PSNT Recurrence	 Hold Request Queue Request Cancel Request Delete Request Restart Request
Date/Time	Actions
Request Created On 01/07/2013 9:59:38AM ES	T <u>Parameters</u> Transfer
Run Anytime After 01/07/2013 9:52:23AM ES	T Message Log
Began Process At 01/07/2013 9:59:56AM ES	T Batch Timings
Ended Process At 01/07/2013 10:00:10AM ES	ST View Log/Trace





12. Click on the PDF file to view report.

View Log/Trace

Report					
Report ID:	5677718	Process In:	stance:	7021257	Message Log
Name:	POPO009	Process Ty	pe:	SQR Repor	t
Run Status:	Success				
PO Activity					
Distribution	Details				
Distribution	Node: PRODRPT	HTTP Ex	piration	Date: 04	//07/2013
Distribution File List	Node: PRODRPT	HTTP Ex	piration	Date: 04	//07/2013
Distribution File List <u>Name</u>	Node: PRODRPT	HTTP Ex	piration	Date: 04	Datetime Created
Distribution File List <u>Name</u> POPO009_70	Node: PRODRPT	HTTP Ex	piration File Size 13,061	Date: 04	Datetime Created 01/07/2013 10:00:10.417874AM ES
Distribution File List Name POPO009 70 POPO009 70	Node: PRODRPTI 21257.PDF 21257.out	HTTP Ex	piration File Size 13,061 0	Date: 04	Datetime Created 01/07/2013 10:00:10.417874AM ES 01/07/2013 10:00:10.417874AM ES
Distribution File List Name POPO009 70 POPO009 70 SQR POPO0	Node: PRODRPTI 121257.PDF 121257.out 09 7021257.log	HTTP Ex	File Size 13,061 0 1,817	Date: 04 e (bytes)	Datetime Created 01/07/2013 10:00:10.417874AM ES 01/07/2013 10:00:10.417874AM ES 01/07/2013 10:00:10.417874AM ES
Distribution File List Name POPO009 70 POPO009 70 SQR POPO0 Distribute To	Node: PRODRPTI 21257.PDF 21257.out 09 7021257.log	HTTP Ex	piration File Size 13,061 0 1,817	Date: 04	Datetime Created 01/07/2013 10:00:10.417874AM ES 01/07/2013 10:00:10.417874AM ES 01/07/2013 10:00:10.417874AM ES
Distribution File List Name POPO009 70 POPO009 70 SQR POPO0 Distribute To Distribution II	Node: PRODRPTI 121257.PDF 21257.out 09 7021257.log 17ype	HTTP Ex	File Size 13,061 0 1,817	Date: 04	Datetime Created 01/07/2013 10:00:10.417874AM ES 01/07/2013 10:00:10.417874AM ES 01/07/2013 10:00:10.417874AM ES

Return

Updated 01/07/2013