



Running Chartfield Reports

In Core-CT 9.2 reports are run as XML reports (Process Type, BI Publisher). The process will appear on the Process List on the **Process Scheduler Request** page.

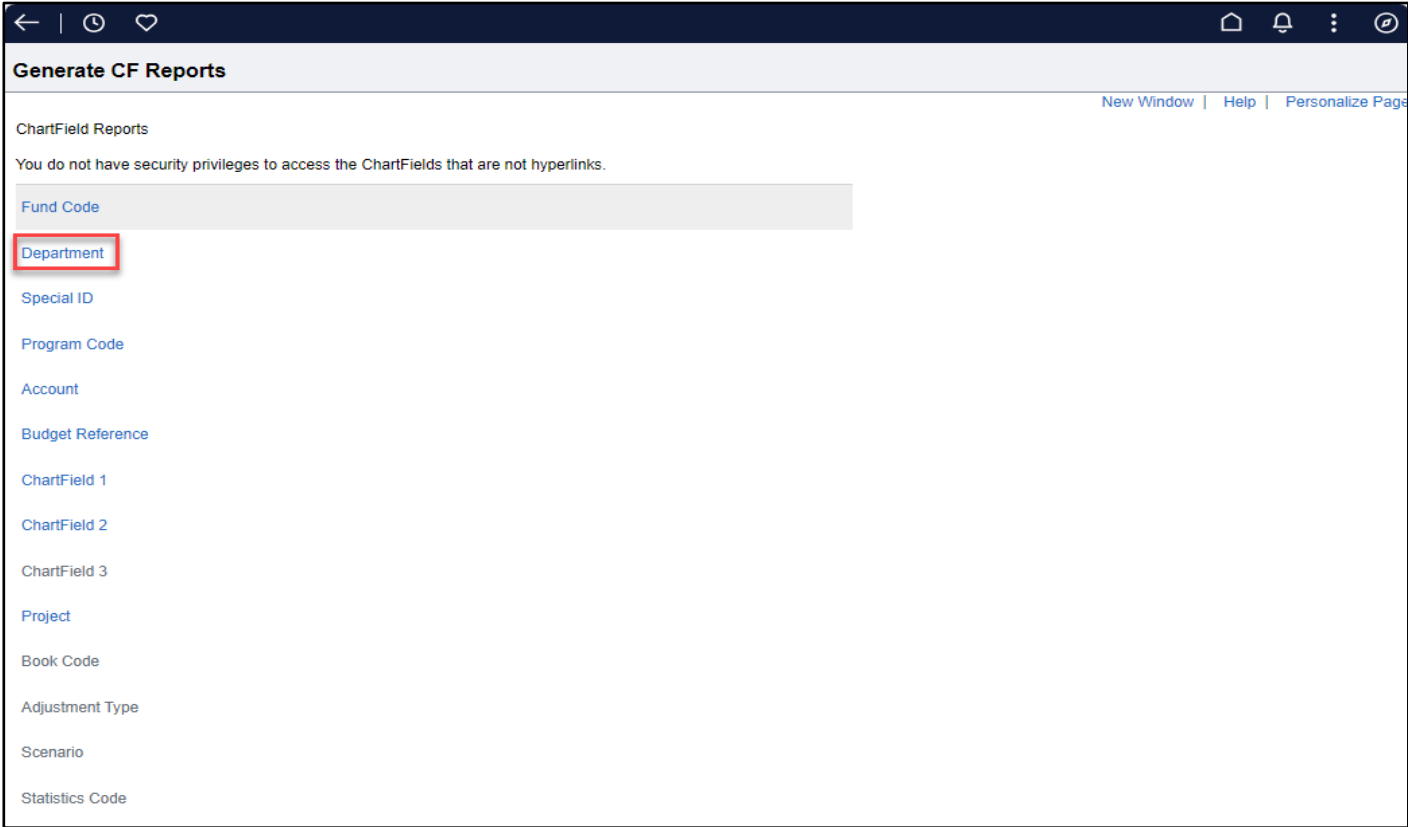
The pdf file for XML reports cannot be viewed from the **View Log/Trace page**. These reports can only be viewed using the **Report Manager** component.

Procedure

Navigation: Nav Bar > Menu > Core- CT Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > Generate CF Reports



1. Click the **Department** link.





- 2. Enter in the **Run Control ID** if you've created a Run Control previously, then click the **Search** Button.

or

Click the **Add a New Value** tab.

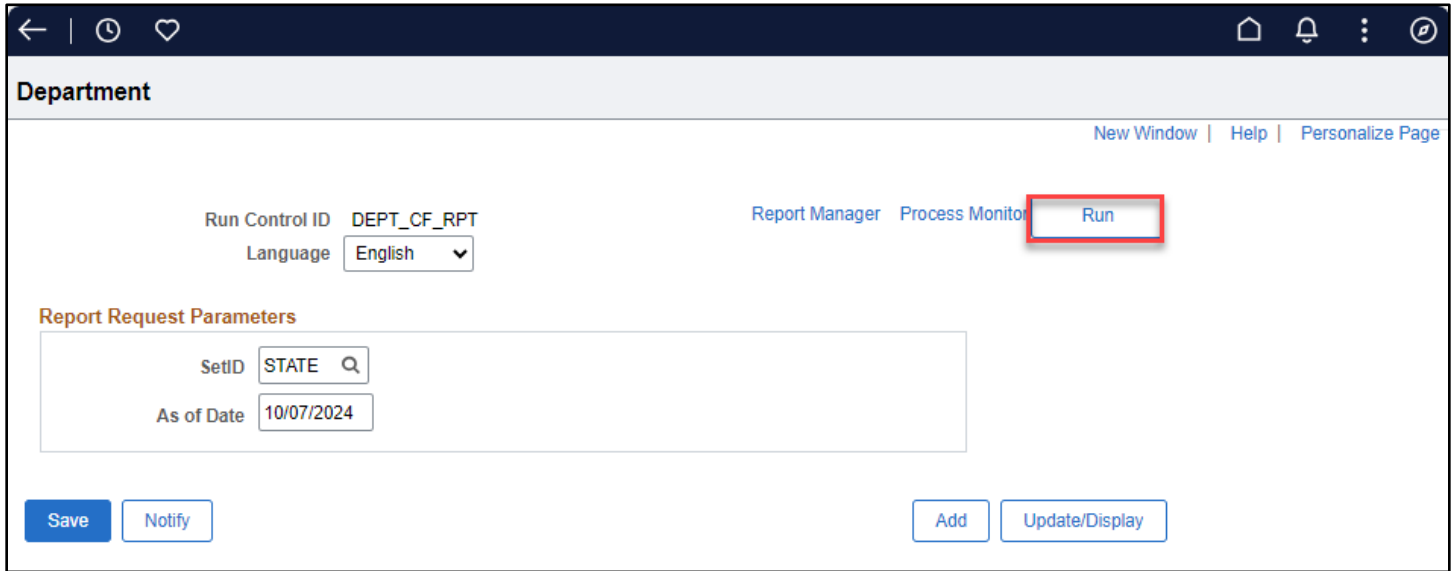
The screenshot shows a web interface for finding existing values. At the top right, there are links for 'New Window' and 'Help'. Below these is a red-bordered button labeled '+ Add a New Value'. The main section is titled 'Find an Existing Value' and includes a 'Search Criteria' section. It contains two dropdown menus: 'Recent Searches' (with a refresh icon) and 'Saved Searches' (with a bookmark icon), both containing the text 'Choose from recent/saved searches'. Below these is a search field with a dropdown menu set to 'begins with' and an empty input box. There are also links for 'Show fewer options' and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons.

- 3. Enter **DEPT_CF_RPT** into the Run Control ID field.
- 4. Click the **Add** button.

The screenshot shows the 'Add a New Value' interface. At the top right, there are links for 'New Window' and 'Help'. Below these is a button labeled 'Find an Existing Value'. The main section is titled 'Add a New Value' and contains a text input field with the label '*Run Control ID' and the value 'DEPT_CF_RPT'. Below the input field is a blue-bordered button labeled 'Add'.



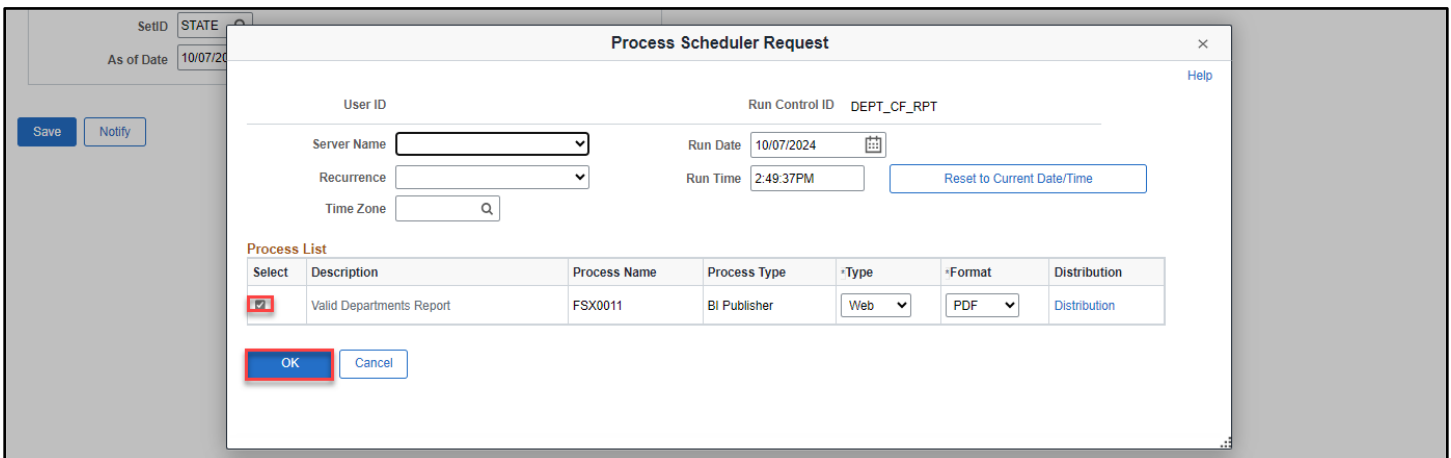
- 5. **SetID** defaults to **STATE** and should not be changed.
- 6. Click the **Run** button.



- 7. In Core-CT 9.2 all reports will be processed through BI Publisher. Please note: There is no longer an option to publish reports through Crystal.

Ensure the **Select** checkbox is selected.

- 8. Click the **OK** button.



- 9. The **Process Instance** number is validation that the process has begun. In this example, it is 12660.
- 10. Click the **Process Monitor** Link.



Department

Run Control ID DEPT_CF_RPT
Language English

Report Manager **Process Monitor** Run

Process Instance: 12660

Report Request Parameters

SetID STATE
As of Date 10/07/2024

Save Notify Add Update/Display

11. Click the **Refresh** button until the **Run Status** is Success and the **Distribution Status** is Posted.

12. Click the **Go back to Department** link.

Process Monitor

Process List Server List

View Process Requests

User ID Type Last 1 Days Refresh
Server Name Instance Range Clear
Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12661		DEPT_CF_RPT	BI Publisher	FSX0011		10/07/2024 4:13:02PM EDT	Success	Posted	Details	Actions
<input type="checkbox"/>	12660		DEPT_CF_RPT	BI Publisher	FSX0011		10/07/2024 2:49:37PM EDT	Success	Posted	Details	Actions

Go back to Department

Save Notify

Process List | Server List



13. Click the **Report Manager** link.

Department

Run Control ID DEPT_CF_RPT
Language English

Report Manager Process Monitor Run

Report Request Parameters

SetID STATE
As of Date 10/07/2024

Save Return to Search Notify Add Update/Display

14. Click the **FSX0011-FSX0011.PDF** link.

Report Manager

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	FSX0011 - FSX0011.pdf	FSX0011 - FSX0011.PDF	General	10/07/24 4:13PM	11846	12661
2	FSX0011 - FSX0011.pdf	FSX0011 - FSX0011.PDF	General	10/07/24 2:53PM	11844	12660

Go back to Department

Save

List | Explorer | Administration | Archives



15. Click the **FSX0011.pdf** link.

Report Index [New Window](#) | [Help](#) | [Personalize Page](#)

Report

Report ID 11844 Process Instance 12660 [Message Log](#)
 Name XMLP Process Type XML Publisher
 Run Status Success

FSX0011 - FSX0011.pdf

Distribution Details

Distribution Node PRODRPTFTP Expiration Date 11/06/2024

File List

Name	File Size (bytes)	Datetime Created
FSX0011.pdf	277,033	10/07/2024 2:53:40.836570PM EDT

Distribute To

Distribution ID Type -Distribution ID

User

[Return](#)

16. The ChartField Report displays in a new window.

Core-CT Report ID: FSX0011 Oracle PeopleSoft Financials **VALID DEPARTMENT CODES** Page No 1 of 76
 Run Date 10/7/24
 Run Time 2:53:22 PM

Set ID : STATE
 As of Date : 07.Oct.2024

Department	Description	Short Description	Budgetary Only	Manager Name
00000	All Departments	ALL DEPTS	Y	
AES48000	CT Agricultural Experimnt Stat	AES48000	Y	
AES48010	Administration	AES48010	N	
AES48020	Analytical Chemistry	AES48020	N	
AES48030	Entomology	AES48030	N	
AES48040	Plant Pathology & Ecology	AES48030	N	
AES48050	Environmental Sci. & Forestry	AES48030	N	
AES48060	Valley Laboratory	AES48060	N	
AES48070	Lockwood Farm	AES48070	N	
AES48080	Griswold Research Center	AES48080	N	
APA11000	Auditors of Public Accounts	APA11000	N	
APC11950	Asian Pacific American Affairs	APC11950	N	
APT59500	CT Airport Authority	QUASI	Y	
APT59510	CAA ADMINISTRATION	APT59510	N	
	DIVISION			
APT59511	CAA EXECUTIVE	APT59511	N	
APT59512	CAA HUMAN RESOURCES	APT59512	N	
APT59513	CAA BOARD OF DIRECTORS	APT59513	N	
APT59514	CAA BUSINESS DEVELOPMENT	APT59514	N	
APT59515	CAA FISCAL ADMINISTRATION	APT59515	N	
APT59516	PLANNING, ENG & ENVIRONMENTAL	APT59516	N	