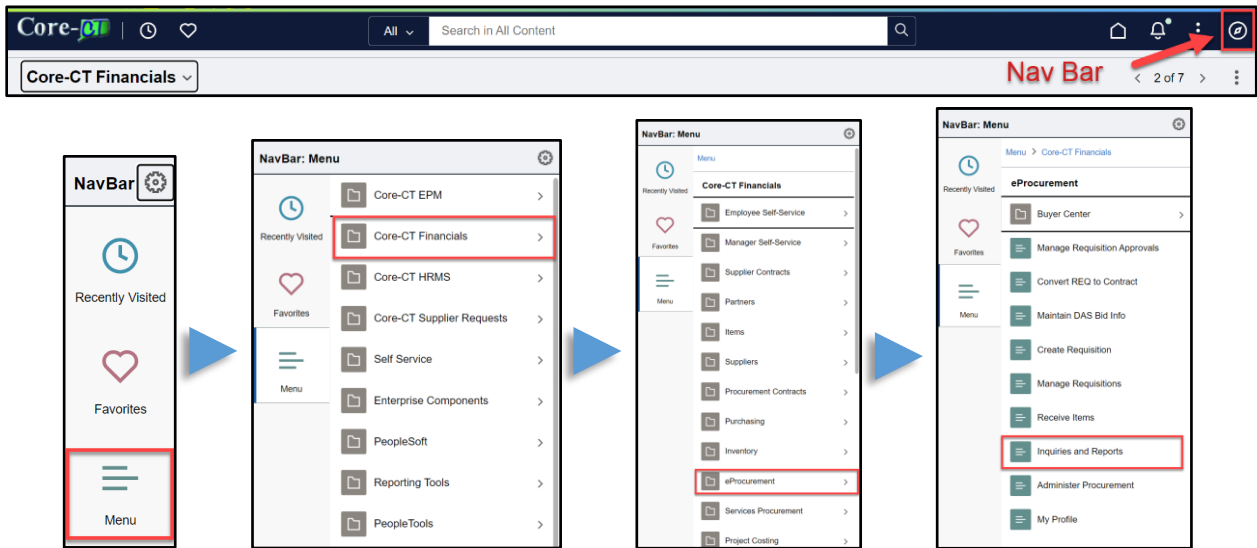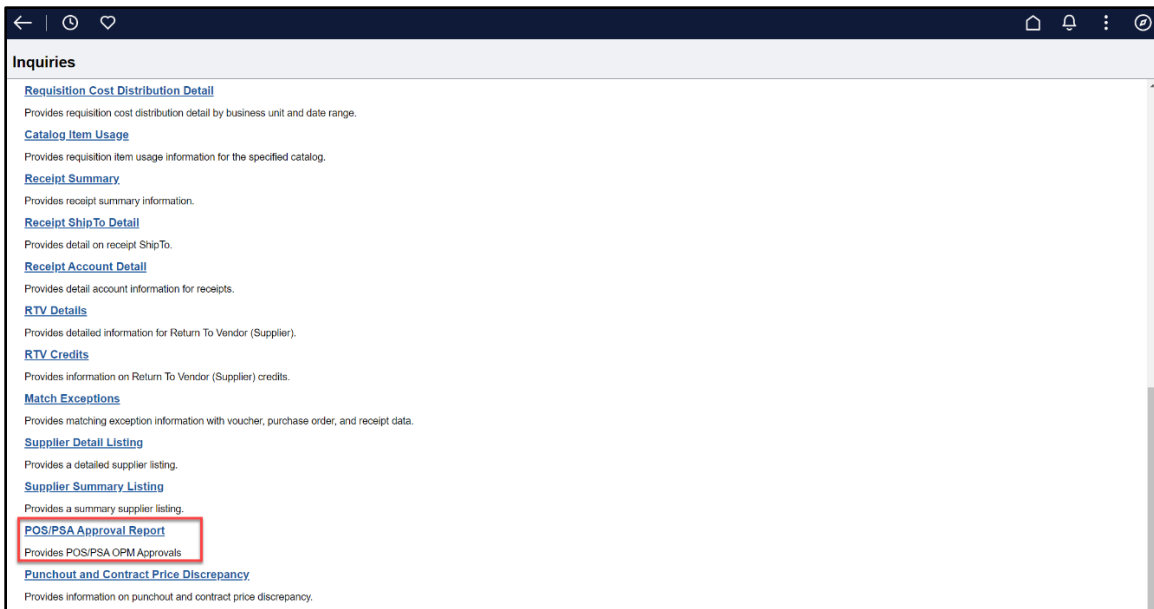# Scheduling Reports: PSA/POS

Navigation:

NavBar > Menu > Core-CT Financials > eProcurement > Inquiries and Reports

Procedure:

1. Click on POS/PSA Approval Report link

2. Click on **Add a New Value**

3. Enter a **Run Control ID**
4. Click **Add**

5. Enter **Query Name** (or part of it)
6. Click on **Search**

Core-CT

7. Click on the Query Link

Scheduled Query Search Page   ×

Help

*Query Type: Queries

Query: CT_REQ_POS_PSA_STATUS   Search

Query

CT_REQ_POS_PSA_STATUS	Approved POS/PSA Requisitions	Public

1-1 of 1 | View All

Return

Click on the Query Link

8. Enter the **Business Unit**
9. Click **OK**

×

Help

CT_REQ_POS_PSA_STATUS

*Business Unit   DASM1

OK   Cancel

10. Click **Run**

11. Click the **Recurrence** dropdown box & choose a value.
12. Then Click on the **Distribution** link.

Core-CT

13. The **Distribution Detail** page displays
14. Check on the **Email Web Report** checkbox
15. Add an **Email Subject**
16. Add **Message Text**
17. Enter **Email Addresses** (for multiple addresses use a semi colon ; between them)
18. Enter the **User** and the **User ID**. **(DO NOT DISTRIBUTE BY ROLE)**
19. Click **OK**

Users will receive an email with a link in it.

1. Click on the link

The link will have you log into Core-CT or bring you directly to the report.

2. Click on the Report Name that ends in .csv

3. The Report will display

	A	B	C	D	E	F	G	H	I	J
1	Approved POS/PSA Requisitions	9								
2	Business Unit = DASM1									
3	Requisition ID	Requisition Name	Requisition Status	Requisition Date	Requester	Last Approved By	Date of Approval	Business Unit	Supplier Id	Supplier Name
4	0000008875	0000008875	Approved	4/29/2024	MarzanoM	COREGuilmartinBri	7/10/2024	DASM1	0000000008	TOWN OF BETHANY
5	0000008875	0000008875	Approved	4/29/2024	MarzanoM	COREGuilmartinBri	7/10/2024	DASM1	0000064731	EPLUS TECHNOLOGY INC
6	0000008874	0000008874	Approved	4/29/2024	MarzanoM	COREGuilmartinBri	7/10/2024	DASM1	0000000008	TOWN OF BETHANY
7	0000008847	Test Req Type 150_!	Approved	4/12/2024	MarzanoM	COREGuilmartinBri	7/10/2024	DASM1	0000012872	C & C JANITORIAL SUPPLIES INC
8	0000008846	Test Req Type 150	Approved	4/12/2024	MarzanoM	COREGuilmartinBri	7/10/2024	DASM1	0000012872	C & C JANITORIAL SUPPLIES INC
9	0000008838	Req Test 150	Approved	4/11/2024	MarzanoM	COREGuilmartinBri	7/10/2024	DASM1	0000012872	C & C JANITORIAL SUPPLIES INC
10	0000008807	0000008807	Approved	3/14/2024	004176	COREGuilmartinBri	7/10/2024	DASM1	0000000001	TOWN OF ANDOVER
11	0000008752	RESC Alliance Digital Equity	Approved	11/16/2023	465379	561028	11/20/2023	DASM1	0000000243	COOPERATIVE EDUCATIONAL SERVICES
12	0000008483	0000008483	Approved	8/10/2023	546687	561028	8/14/2023	DASM1	0000214148	MIRANDA NOEL RECTOR