



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”.

The screenshot shows the 'Process Scheduler Request' page. At the top, it displays 'User ID: RoseWhite' and 'Run Control ID: DEPARTMENT'. Below this are input fields for 'Server Name', 'Run Date' (12/17/2012), 'Recurrence', 'Run Time' (5:29:54PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is also present. The main section is a table titled 'Process List' with columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution. Two rows are visible: 'List of Valid Funds' (Process Name: FIN0050-, Process Type: Crystal) and 'XMLP.List of Valid Funds' (Process Name: FSX0050, Process Type: BI Publisher). The second row is highlighted with a red border.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	List of Valid Funds	FIN0050-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	XMLP.List of Valid Funds	FSX0050	BI Publisher	Web	PDF	Distribution

### 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.

Process List Server List

Actions

User ID:  Type:  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"/>	456		BI Publisher	FSX0050	RoseWhite	12/17/2012 5:29:54PM EST	Success	Posted	Details

[Go back to Fund](#)

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.

### View Log/Trace

**Report**

Report ID: 5457143      Process Instance: 456      [Message Log](#)

Name: FSX0050      Process Type: XML Publisher

Run Status: Success

XMLP:List of Valid Funds

**Distribution Details**

Distribution Node: PRODRPTFTP      Expiration Date:

**File List**

Name	File Size (bytes)	Datetime Created
AE FSX0050_456.log	440	12/17/2012 5:31:59.336989PM EST
AE FSX0050_456.trc	3,848	12/17/2012 5:31:59.336989PM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	RoseWhite

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.

## Fund Code

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

Language: English ▼

**Report Request Parameters**

SetID: STATE 🔍

As of Date: 11/01/2012

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

List Explorer Administration Archives

**View Reports For**

Folder: ▼ Instance:  to:  [Refresh](#)

Name:  Created On:  [📅](#) Last ▼ 1 Days ▼

Report	Report Description	Folder name	Completion Date/Time	Report ID	Process Instance
1 <a href="#">Report</a>					

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

List Explorer Administration Archives

**View Reports For**

User ID: RoseWhite Type: ▼ Last ▼ 1 Days ▼ [Refresh](#)

Status: ▼ Folder: ▼ Instance:  to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5457144	456	FSX0050 - FSX0050.pdf	12/17/2012 5:31:48PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>