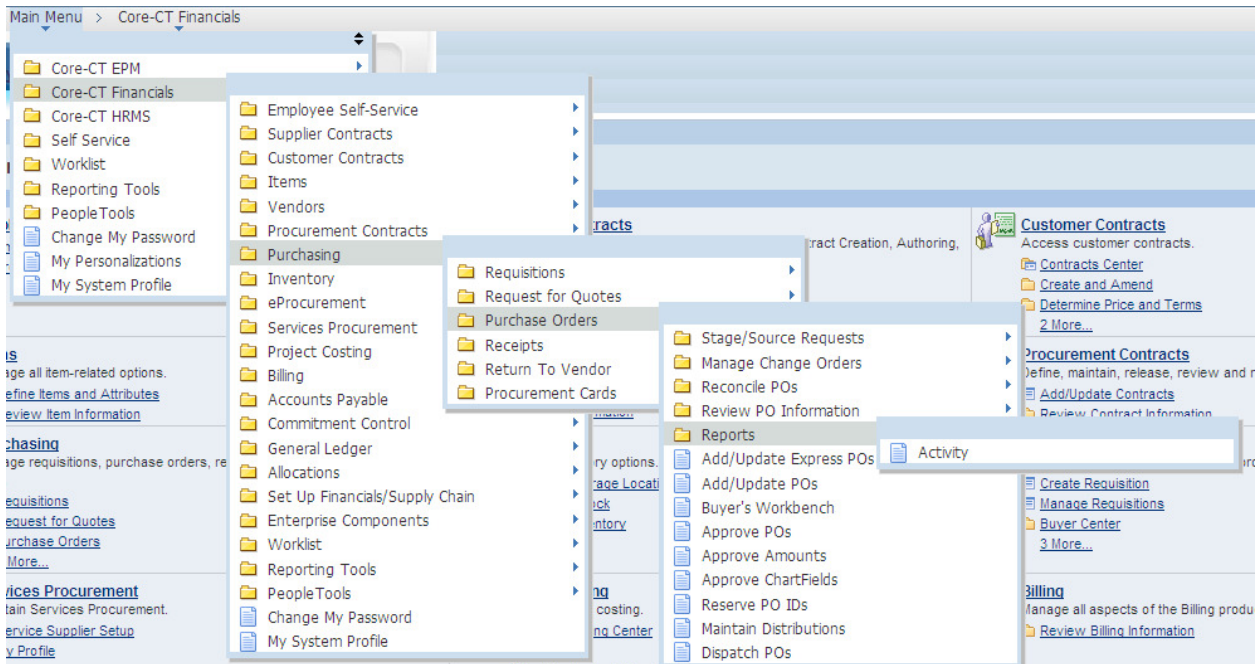


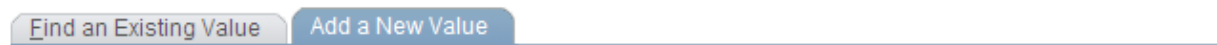
How to Run a Purchasing Report

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

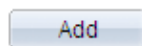


2. On the PO Activity search page, click on the Add a New Value tab. Enter a new Run Control ID (In this example, use PO_LISTINGS) and click .

PO Activity



Run Control ID:

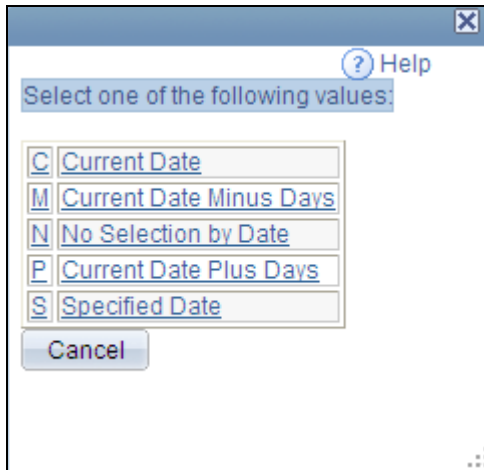


[Find an Existing Value](#) | [Add a New Value](#)

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.

How to Run a Purchasing Report

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 to see your date options.



In this example, the report will run for the past thirty days from the current date (M Current Date Minus [30] days)

Activity

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

Language:

Report Request Parameters

Business Unit:

GL Business Unit: Include Cancelled POs?

Department: Include Open/Pending Appr POs?

From Date

Option: Nbr Days: Date:

Through Date

Option: Nbr Days: Date:

4. Click . Make sure you save your report **BEFORE** you run it!

5. Click . This will bring you to the **Process Scheduler Request** page.

How to Run a Purchasing Report

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.

Process Scheduler Request

User ID: _____ Run Control ID: PO_LISTINGS

Server Name: PSNT Run Date: 01/07/2013

Recurrence: _____ Run Time: 9:52:23AM

Time Zone: _____

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Activity	POPO009	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

7. Click to submit the report and return to the **PO Activity** page.

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

Activity

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

Language: English

Report Request Parameters

Business Unit: DOTM1

GL Business Unit: STATE Include Cancelled 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

How to Run a Purchasing Report

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

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

Process List | Server List

Actions

User ID: TurbertJ | Type: | Last: | 1 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"/>	7021257		SQR Report	POPO009		01/07/2013 9:52:23AM EST	Success	Posted	Details

Go back to PO Activity

Process List | [Server List](#)

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 | Distribution Status Posted

Run | Update Process

Run Control ID PO_LISTINGS | Hold Request

Location Server | Queue Request

Server PSNT | Cancel Request

Recurrence | Delete Request

| Restart Request

Date/Time | Actions

Request Created On 01/07/2013 9:59:38AM EST | [Parameters](#) | Transfer

Run Anytime After 01/07/2013 9:52:23AM EST | [Message Log](#)

Began Process At 01/07/2013 9:59:56AM EST | [Batch Timings](#)

Ended Process At 01/07/2013 10:00:10AM EST | [View Log/Trace](#)

How to Run a Purchasing Report

12. Click on the PDF file to view report.

View Log/Trace

Report

Report ID: 5677718 Process Instance: 7021257 [Message Log](#)
Name: POPO009 Process Type: SQR Report
Run Status: Success

PO Activity

Distribution Details

Distribution Node: PRODRPHTTP Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
POPO009_7021257.PDF	13,061	01/07/2013 10:00:10.417874AM EST
POPO009_7021257.out	0	01/07/2013 10:00:10.417874AM EST
SQR_POPO009_7021257.log	1,817	01/07/2013 10:00:10.417874AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	TurbertJ

[Return](#)

Updated 01/07/2013