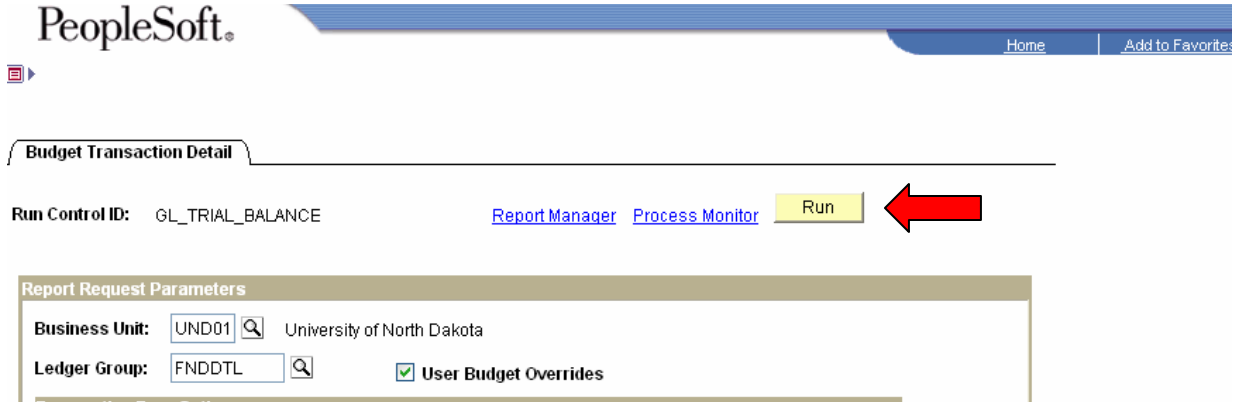
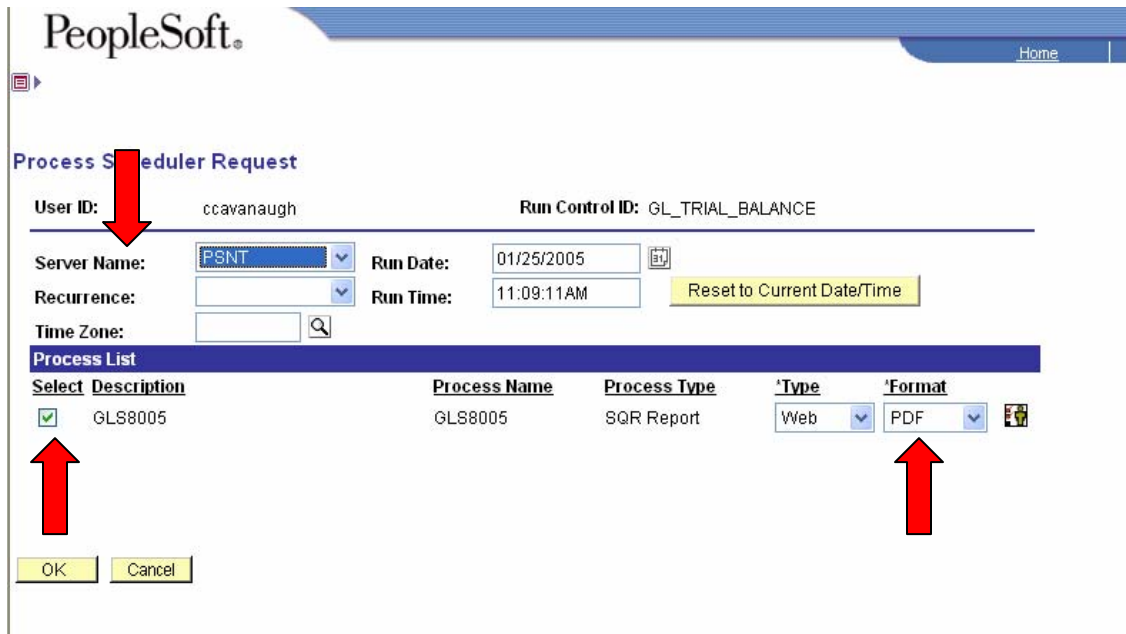


# How to run reports in PeopleSoft:

Use this handout for Reports when you see the RUN button at the top of the page (will be for reports requiring a (Run Control ID)).



- Click on RUN at the top of the page once the information is in the fields
- After you click on RUN, this screen appears.
- Be sure that the server name is PSNT.
- The report is selected with the Green Check box and the Format is PDF.
- Click OK at the bottom



- After you click OK, PeopleSoft brings you back to Budget Transaction Detail page. PeopleSoft has given you a Process Instance number and in order to see the status of your report, you must click on the Hyperlink for Process Monitor.

PeopleSoft. Home Add

**Budget Transaction Detail**

Run Control ID: GL\_TRIAL\_BALANCE [Report Manager](#) [Process Monitor](#)

Process Instance: 364244

**Report Request Parameters**

**Business Unit:** UN001 University of North Dakota

**Ledger Group:** FNDDTL  User Budget Overrides

**Transaction Type Option**

All  Specify Type: [ ]

**Commit Control Date Option**

All  Range Date From: 01/25/2005 Date To: 01/25/2005

**Ledger Type Option**

All  Select Commitment Control Ledger Type [ ] + -

**ChartField Selection** Customize | Find | First 1-15 of 15 Last

Sequence	Field Long Name	Select	Value	ChartField TO Value
1	Account	<input checked="" type="checkbox"/>	[ ]	[ ]
2	Fund Code	<input checked="" type="checkbox"/>	22188	22188

- Once you hit Process Monitor, this screen will appear
- Continue to hit the Refresh button until the Run Status reads SUCCESS

PeopleSoft.

Process List **Server List**

View Process Request For

User ID: ccavanaugh  Type:  Last: 1 Days

Server:  Name:  Instance:  to

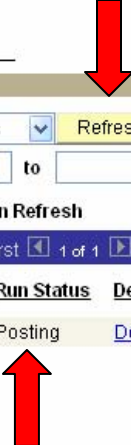
Run Status:   Save On Refresh

Customize | Find | View All | First 1 of 1 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
364244		SQR Report	GLS8005	ccavanaugh	01/25/2005 10:49:26AM CST	Posting	<a href="#">Details</a>

[Go back to Budget Transaction Details](#)

Process List | [Server List](#)



- Once you see “Success” as the Run Status, Click on the Details hyperlink in order to view your report.

PeopleSoft.

Process List **Server List**

View Process Request For

User ID: ccavanaugh  Type:  Last: 1 Days

Server:  Name:  Instance:  to

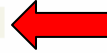
Run Status:   Save On Refresh

[Customize](#) | [Find](#) | [View All](#) |  1 of 1

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
364244		SQR Report	GLS8005	ccavanaugh	01/25/2005 10:49:26AM CST	Success	<a href="#">Details</a>

[Go back to Budget Transaction Details](#)

[Process List](#) | [Server List](#)



- Clicking on “Details” will bring you to this page.
- Click on the [View Log/Trace](#) hyperlink

PeopleSoft.

Process Detail

**Process**

**Instance:** 364244      **Type:** SQR Report  
**Name:** GLS8005      **Description:** GLS8005

**Run**      **Update Process**

**Run Control ID:** GL\_TRIAL\_BALANCE       **Hold Request**  
**Location:** Server       **Queue Request**  
**Server:** PSNT       **Cancel Request**  
**Recurrence:**       **Delete Request**  
 **Restart Request**

**Date/Time**      **Actions**

**Request Created On:** 01/25/2005 10:49:59AM CST      [Parameters](#)      Transfer  
**Run Anytime After:** 01/25/2005 10:49:26AM CST      [Message Log](#)  
**Began Process At:** 01/25/2005 10:50:12AM CST      Batch Timings  
**Ended Process At:** 01/25/2005 10:50:29AM CST      [View Log/Trace](#) ←

- View Log/Trace brings you to this screen and the hyperlink for the PDF file.
- Click on the first hyperlink with the .PDF extension
- Once you click on this link, the file will open up in Adobe Reader. If you do not have Adobe, see the Survival Guide tips on the CND website for directions on how to download Adobe.

PeopleSoft.

View Log/Trace

**Report ID:** 219926      **Process Instance:** 364244  
**Name:** GLS8005      **Process Type:** SQR Report  
**Run Status:** Success

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">GLS8005_364244.PDF</a>	1,408	01/25/2005 10:50:15.117000AM CST
<a href="#">Trace File</a>	251	01/25/2005 10:50:15.117000AM CST
<a href="#">Message Log</a> <input type="button" value="URL"/>	1,817	01/25/2005 10:50:15.117000AM CST