

Last Revised Date: 12/15/2014

**General Information**

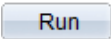
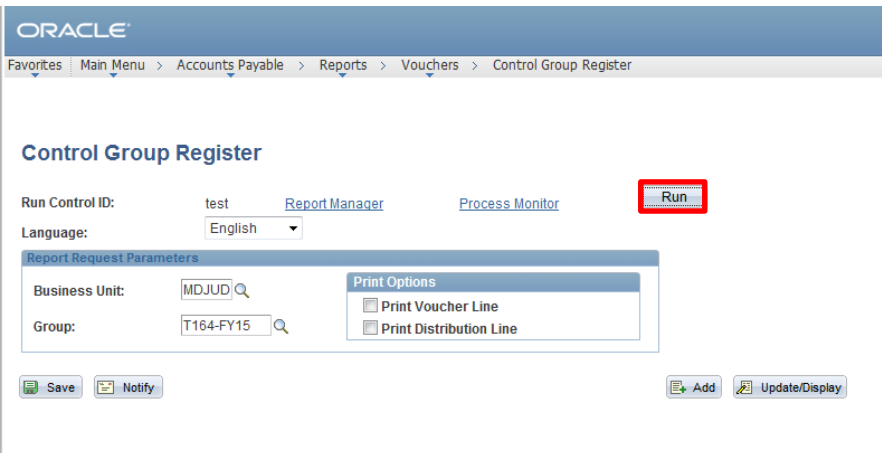
| Task   | Process Information   |
|--|---|
| <p align="center"><b>Running a BI Publisher Report</b></p> | <p>In the past GEARS Reports have been available in two formats, BI Publisher and Crystal (an older technology). With the Tools Upgrade applied to GEARS the weekend of December 12th, Oracle is no longer supporting the old Crystal format. Going forward, please select the BI Publisher format on your Process Scheduler Request page (the page displayed after the Run Control page). Soon the Crystal format will be removed from the Process Lists, and only the BI Publisher format will be available.</p> <p>This tip sheet describes the steps for running and viewing the output of a BI Publisher report.</p> |

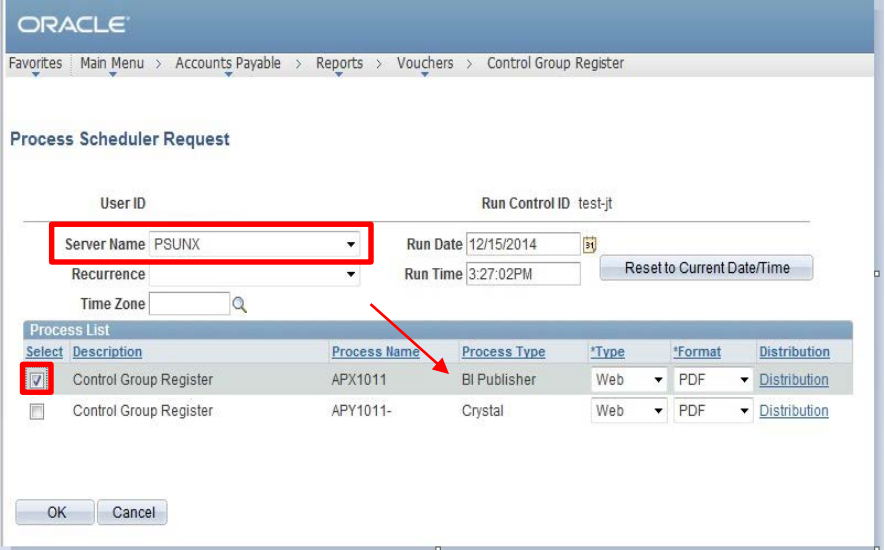
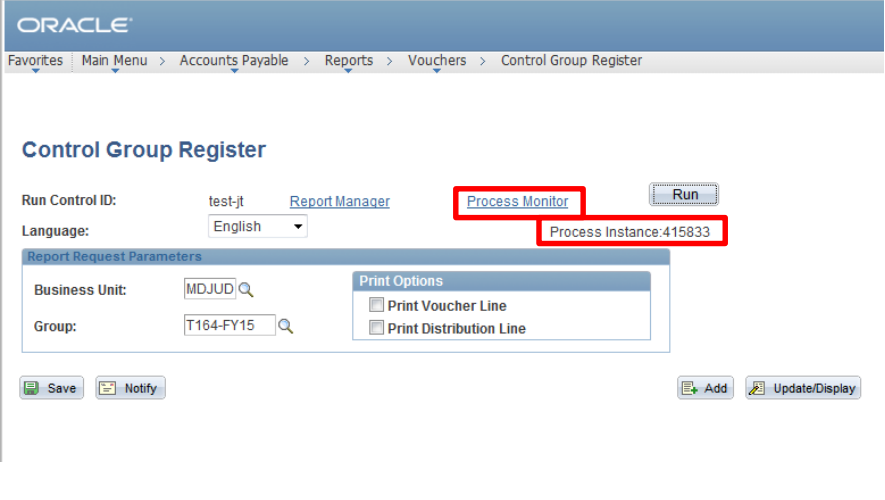
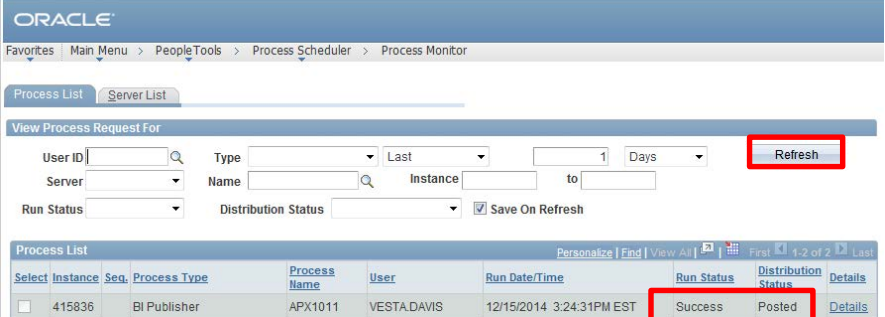
**GEARS Navigation**

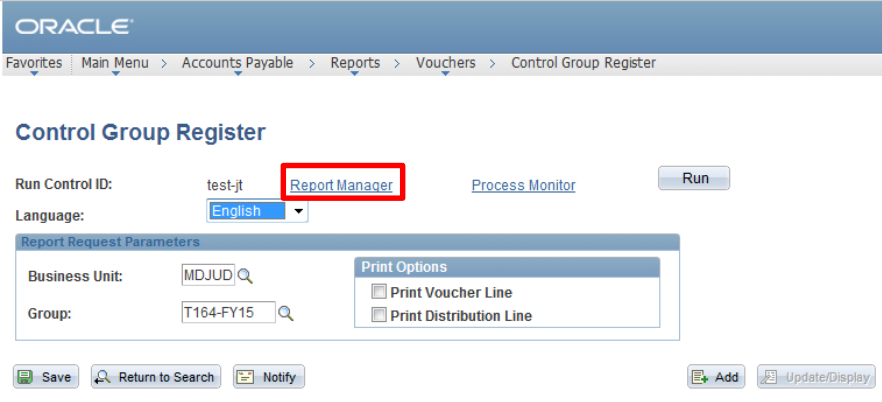
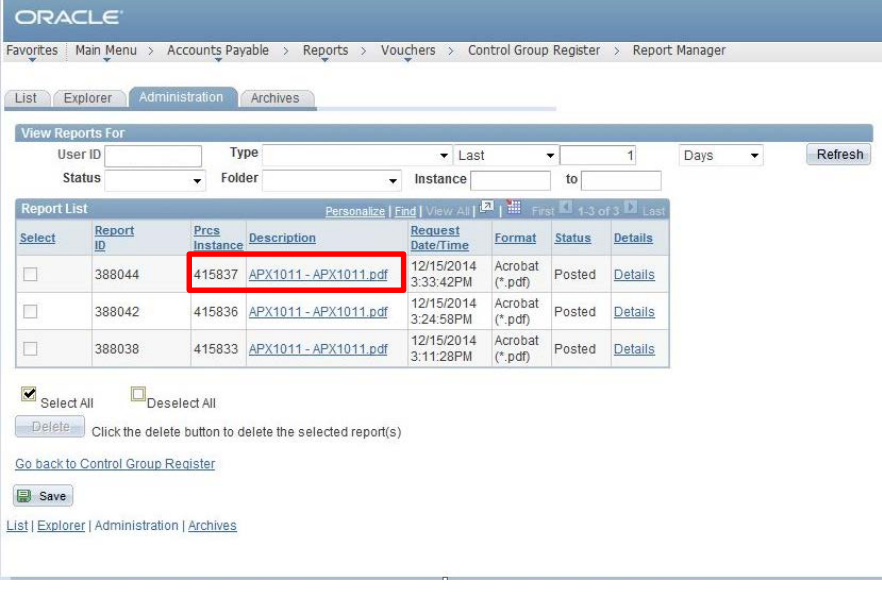
Navigate to the report you want to run and add a new run control.

**1.0 Process**

This document is intended to provide a quick reference to running BI Publisher Reports within GEARS.

| STEP             | ACTION   | DETAILS  |
|------------------|--|--|
| <p><b>1.</b></p> | <p>Fill in all the run control information for your report, and then click the  button.</p> <p><b>NOTE: In this example, a Control Group Register report will be run.</b></p> |  |

| <p><b>2.</b> The <b>Process Scheduler Request</b> page displays.</p> <p>Select the BI Publisher version of the report.</p> <p><b>NOTE: Check to be sure the Server Name is set to PSUNX.</b></p>                               |  <p>ORACLE<br/>         Favorites   Main Menu &gt; Accounts Payable &gt; Reports &gt; Vouchers &gt; Control Group Register</p> <p>Process Scheduler Request</p> <p>User ID: _____ Run Control ID: test-jt</p> <p>Server Name: PSUNX Run Date: 12/15/2014<br/>         Recurrence: _____ Run Time: 3:27:02PM<br/>         Time Zone: _____</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Control Group Register</td> <td>APX1011</td> <td>BI Publisher</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Control Group Register</td> <td>APY1011-</td> <td>Crystal</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p> | Select       | Description  | Process Name | Process Type | *Type                    | *Format    | Distribution        | <input checked="" type="checkbox"/> | Control Group Register | APX1011 | BI Publisher             | Web    | PDF | Distribution | <input type="checkbox"/> | Control Group Register | APY1011-                 | Crystal | Web    | PDF     | Distribution |
|--|---|--------------|--------------|--------------|--------------|--------------------------|------------|---------------------|-------------------------------------|------------------------|---------|--------------------------|--------|-----|--------------|--------------------------|------------------------|--------------------------|---------|--------|---------|--------------|
| Select   | Description   | Process Name | Process Type | *Type        | *Format      | Distribution             |            |                     |                                     |                        |         |                          |        |     |              |                          |                        |                          |         |        |         |              |
| <input checked="" type="checkbox"/>  | Control Group Register  | APX1011      | BI Publisher | Web          | PDF          | Distribution             |            |                     |                                     |                        |         |                          |        |     |              |                          |                        |                          |         |        |         |              |
| <input type="checkbox"/>   | Control Group Register  | APY1011-     | Crystal      | Web          | PDF          | Distribution             |            |                     |                                     |                        |         |                          |        |     |              |                          |                        |                          |         |        |         |              |
| <p><b>3.</b> Click the <b>OK</b> button.</p>   |   |              |              |              |              |                          |            |                     |                                     |                        |         |                          |        |     |              |                          |                        |                          |         |        |         |              |
| <p><b>4.</b> Make note of the Process Instance number, and then click the <b>Process Monitor</b> link.</p>   |  <p>ORACLE<br/>         Favorites   Main Menu &gt; Accounts Payable &gt; Reports &gt; Vouchers &gt; Control Group Register</p> <p>Control Group Register</p> <p>Run Control ID: test-jt Report Manager Process Monitor Run<br/>         Language: English Process Instance: 415833</p> <p>Report Request Parameters</p> <p>Business Unit: MDJUD Print Options<br/>         Group: T164-FY15 <input type="checkbox"/> Print Voucher Line<br/> <input type="checkbox"/> Print Distribution Line</p> <p>Save Notify Add Update/Display</p>  |              |              |              |              |                          |            |                     |                                     |                        |         |                          |        |     |              |                          |                        |                          |         |        |         |              |
| <p><b>5.</b> The <b>Process List</b> page displays.</p> <p>Click the <b>Refresh</b> button, and continue clicking the <b>Refresh</b> button until the <b>Run Status = Success</b> and <b>Distribution Status = Posted</b>.</p> |  <p>ORACLE<br/>         Favorites   Main Menu &gt; PeopleTools &gt; Process Scheduler &gt; Process Monitor</p> <p>Process List Server List</p> <p>View Process Request For</p> <p>User ID: _____ Type: _____ Last: _____ 1 Days Refresh<br/>         Server: _____ Name: _____ Instance: _____ to _____<br/>         Run Status: _____ Distribution Status: _____ <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>415836</td> <td></td> <td>BI Publisher</td> <td>APX1011</td> <td>VESTADAVIS</td> <td>12/15/2014 3:24:31PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> | Select       | Instance     | Seq.         | Process Type | Process Name             | User       | Run Date/Time       | Run Status                          | Distribution Status    | Details | <input type="checkbox"/> | 415836 |     | BI Publisher | APX1011                  | VESTADAVIS             | 12/15/2014 3:24:31PM EST | Success | Posted | Details |              |
| Select   | Instance  | Seq.         | Process Type | Process Name | User         | Run Date/Time            | Run Status | Distribution Status | Details                             |                        |         |                          |        |     |              |                          |                        |                          |         |        |         |              |
| <input type="checkbox"/>   | 415836  |              | BI Publisher | APX1011      | VESTADAVIS   | 12/15/2014 3:24:31PM EST | Success    | Posted              | Details                             |                        |         |                          |        |     |              |                          |                        |                          |         |        |         |              |

| <p><b>6.</b></p>   | <p>Click the <a href="#">Go back to Control Group Register</a> link (or other link for your report) to return to the <a href="#">Report Request Parameters</a> page.</p>   |               |                       |                      |                 |                   |                         |        |         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |
|--|--|---------------|-----------------------|----------------------|-----------------|-------------------|-------------------------|--------|---------|--------------------------|--------|--------|-----------------------|----------------------|-----------------|--------|-------------------------|--------------------------|--------|--------|-----------------------|----------------------|-----------------|--------|-------------------------|--------------------------|--------|--------|-----------------------|----------------------|-----------------|--------|-------------------------|
| <p><b>7.</b></p> <p>Your Report Run Control page displays.</p> <p>Click the <a href="#">Report Manager</a> link.</p>   |    |               |                       |                      |                 |                   |                         |        |         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |
| <p><b>8.</b></p>   | <p>Click the <a href="#">Administration</a> tab.</p>   |               |                       |                      |                 |                   |                         |        |         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |
| <p><b>9.</b></p> <p>The View Reports page displays.</p> <p>Click the link for the report (and Process Instance Number) you wish to view.</p> <p>The report will open as a PDF file in a separate window.</p> |  <table border="1" data-bbox="673 1119 1328 1287"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prca Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>388044</td> <td>415837</td> <td>APX1011 - APX1011.pdf</td> <td>12/15/2014 3:33:42PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>388042</td> <td>415836</td> <td>APX1011 - APX1011.pdf</td> <td>12/15/2014 3:24:58PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>388038</td> <td>415833</td> <td>APX1011 - APX1011.pdf</td> <td>12/15/2014 3:11:28PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table> | Select        | Report ID             | Prca Instance        | Description     | Request Date/Time | Format                  | Status | Details | <input type="checkbox"/> | 388044 | 415837 | APX1011 - APX1011.pdf | 12/15/2014 3:33:42PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> | <input type="checkbox"/> | 388042 | 415836 | APX1011 - APX1011.pdf | 12/15/2014 3:24:58PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> | <input type="checkbox"/> | 388038 | 415833 | APX1011 - APX1011.pdf | 12/15/2014 3:11:28PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| Select   | Report ID  | Prca Instance | Description           | Request Date/Time    | Format          | Status            | Details                 |        |         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |
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| <input type="checkbox"/>   | 388038   | 415833        | APX1011 - APX1011.pdf | 12/15/2014 3:11:28PM | Acrobat (*.pdf) | Posted            | <a href="#">Details</a> |        |         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |                          |        |        |                       |                      |                 |        |                         |

 **Important**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.