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Step	Action
1	After logging into PeopleSoft Financials, you will access Budget Details via the Home screen under **Reports and Query Viewer** and then click on **Process Monitor**. You can also get to the screen via **Nav Bar > Navigator > People Tools > Process Scheduler > Process Monitor**

Process List   **Server List**

View Process Request For

User ID		Type		Last		1	Days	Refresh
Server		Name		Instance From		Instance To	Report Manager
Run Status		Distribution Status		☑ Save On Refresh			

Process List

1-3 of 3   View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	203637		SQR Report	OUSURRPT		06/16/2020 5:49:41PM PDT	Success	Posted	Details
☐	203636		SQR Report	OUDEPOST		06/16/2020 5:46:27PM PDT	Success	Posted	Details
☐	203579		BI Publisher	OU_PRTJRNL		06/16/2020 11:18:15AM PDT	Success	Posted	Details

Step	Action
2	Use the fields in the Actions section to narrow your search criteria as follows: **User ID** – This will default to your user ID. However, you can also leave this field blank to view all processes that you are authorized to view. **Type** – Leave this field blank. PeopleSoft Process Monitor knows the type of process that needs to be ran and it will be defaulted. **Last/Date Range Drop-Down Menu** – If you wish to search within a specific date range, select Date Range. Then enter the appropriate information in the From and To field. If you wish to see reports that were created between a time in the past and now, select Last. If you select Last, enter a number in the field to the right, then select Days, Hours, Minutes, or Years. You can also select "All" to view all process requests. **Server** – This field allows you to narrow your search to processes run on a specific server. **Name** – This field allows you to narrow your search to specific process names. Note, to use this field, you must also select a value in the Type field. **Instance** – This field allows you to search within a range of instances. **Run Status** – This field allows you to search by the status of the processes. For example, if you are searching for processes with errors, you would select "Error." **Distribution Status** – This field allows you to search by the Distribution Status of the processes, ex: Processing, Not Posted, Posted.
3	After entering any information in the Actions section, click refresh. Your results will appear at the bottom of the screen.

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| 4 | To view more information about a specific process, or, as applicable, to Hold, Queue, Cancel, Delete, or Restart a process, click the corresponding Details link. |

Process Detail   ✕

Help

Process

Instance	203637	Type	SQR Report
Name	OUSURRPT	Description	SUR Report
Run Status	Success	Distribution Status	Posted

The availability of Update Process options is dependent on the status of the process as well as your level of authorization

Run

Run Control ID	STAT	
Location	Server	
Server	PSNT	
Recurrence		

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On	06/16/2020 5:49:43PM PDT
Run Anytime After	06/16/2020 5:49:41PM PDT
Began Process At	06/16/2020 5:50:11PM PDT
Ended Process At	06/16/2020 5:50:24PM PDT

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

Click OK to save changes and return to the Process List page.

To view any output or error files, Click View Log/Trace. These can be desired reports from the process or any log files that may be helpful in troubleshooting any problems.

OK   Cancel