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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 **Report Manager**. You can also get to the screen via **Nav Bar > Navigator > Reporting Tools > Report Manager.** Click on the **Administration Tab**.

	List	Explorer	**Administration**	Archives			

View Reports For

| User ID | | Type | | | Last | | | 1 | Days | | Refresh |
| Status | | Folder | | Instance | | to | |

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	34089	203637	SUR Report	06/16/2020 5:49:43PM	Acrobat (*.pdf)	Posted	Details
☐	34036	203579	OU_PRTJRNL - OU_PRTJRNL.pdf	06/16/2020 11:18:39AM	Acrobat (*.pdf)	Posted	Details
☐	34088	203636	Deposit Voucher	06/16/2020 5:46:29PM	Acrobat (*.pdf)	Posted	Details
☐	34045	203590	Portal Cref Security Sync	06/16/2020 12:30:37PM	Text Files (*.txt)	Posted	Details
☐	34046	203591	Portal Cref Security Sync	06/16/2020 12:40:54PM	Text Files (*.txt)	Posted	Details

1-5 of 5 View All

☑ Select All   ☐ Deselect All

Delete   Click the delete button to delete the selected report(s)

Save

List | Explorer | Administration | Archives

	The report you most recently generated should appear at the top of the Report List.
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.

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	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 "Posted." **Folder** – Leave this field blank. PeopleSoft Report Manager defaults the folder. **Instance** – This field allows you to search within a range of instances.
3	Reports that are highlighted in blue and have format of Acrobat (*.pdf) will appear in a new tab or window after you click on it. Then, to print, right-click on the PDF and select the print option. Reports that are highlighted in blue and have a format of Text Files (*.txt) will open the Report Detail screen and allow you to click on the .txt file under File List.