



Strategic Sourcing How to Run a Report Quick Reference Guide

Use this check list to create a run control and run Strategic Sourcing reports. **For more in depth detail refer to your training documentation.**

Step	Description	Comments
1.	Navigation: Sourcing > Reports	There are two delivered reports for Strategic Sourcing: Cycle Time Analysis and the Auction Summary
2.	Select the desired report	
Create a Run Control ID		This is a one time setup.
3.	Create a run Control by clicking on Add a New Value	
4.	Enter the Run Control ID	Typically you would name this the same as the report name. You cannot use spaces in the Run Control ID name. Example: Cycle_Time
5.	Click on Add	
If you already have a Run Control ID		
6.	Click on Find an Existing	
7.	Enter the Run Control ID	This would be one that you previously created, or click on Search to select from a list of your Run Control ID's.
Select the Report Parameters		
8.	Enter the Auction Format	You can select Buy, Sell or Both
9.	Enter the Business Unit	Use a single business unit in both the From and To or enter a range of business units
10.	Enter the Department	Leave blank to run by all departments or select a department
11.	Enter the Entered By	Leave blank or select a specific person
12.	Select the create data option	All dates or a specific date range. If you click on date range, two more fields open up for you to enter the date and time ranges.
13.	Enter the Event ID	This is optional, leave blank to view all events
14.	Enter the Round	This is optional, leave blank to view all rounds
15.	Enter Line	This is optional, leave blank to view all lines
16.	Click on Save	Next time you run this report you can select the run control id you just created and change the selection parameters to run the report.
17.	Select Run	Top right corner of the page
18.	Enter the Server Name	Usually PSUNX
19.	Click on OK	
20.	Click on Process Monitor Link	Top right hand side of the page
21.	View the Run Status	You must wait for the Run Status to be "Success" and the Distribution Status "Posted" before you can view your report.
22.	Click on the Details Link	
23.	Click on View Log/Trace Link	
24.	Click on the File Name with the .PDF extension	A new window will open with your report.
25.		
26.		
27.		