

Business Process	Navigation
1. Understand and use Process Monitor to monitor reports and processes you request to run.	1. Use the Process Monitor hyperlink from the run control page or navigate to Main Menu > PeopleTools > Process Scheduler > Process Monitor

Steps for Using Process Monitor

1. What is **Process Monitor** – The Process Monitor is a list page that allows you to see what reports or other processes you have requested to be executed by the database. When you are just entering data on a page the process monitor is not involved. But when you request a report to be executed (also considered a process) or you need to run a process such as a budget check or a journal edit, then the process monitor is involved and can show you the status of your process.
2. From any page used to request a process to be run, you typically can find a hyperlink to access the **Process Monitor** as shown below. Also on the same page is the last process instance assigned when you last requested this process to be run. This will help you find the process in the **Process Monitor** if you have run the same process multiple times.

Journal Entry Detail Report

Run Control ID: REPORTS
Language: English

[Report Manager](#) [Process Monitor](#) [Run](#)
Process Instance: 703232

Report Request Parameters

Unit: 62500
Ledger Group: ACTUALS
Source: BJK
From Date: 04/01/2013
Journal Status: [Dropdown]
To Date: 04/30/2013

☒ Show Description on Report ☐ Show Statistics Amount ☐ Display Full Numeric Field

[Refresh](#)

Sequence	ChartField Name	Include CF	Descr
1	Fund Code	☒	☐
2	Department	☒	☐

3. Click on the **Process Monitor** hyperlink to view the Process List page.

Process List

Actions

User ID: VP1
Server: [Dropdown]
Type: [Dropdown]
Name: [Text]
Instance: [Text] to [Text]
Run Status: [Dropdown]
Distribution Status: [Dropdown]
Days: 1
[Refresh](#)

☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	703233		SQR Report	FIN2001	VP1	05/07/2013 11:06:29AM CDT	Success	Posted	Details
☐	703232		SQR Report	FIN2001	VP1	05/07/2013 10:41:28AM CDT	Success	Posted	Details
☐	703184		Application Engine	PC_PETIP_SUM	VP1	05/07/2013 9:48:36AM CDT	Success	Posted	Details
☐	703128		Application Engine	GM_PT_STAGE	VP1	05/07/2013 8:42:45AM CDT	Processing	N/A	Details
☐	703122		Application Engine	PC_WRAPPER	VP1	05/07/2013 12:39:00AM CDT	Success	Posted	Details
☒	703121		Application Engine	PC_WRAPPER	VP1	05/07/2013 12:36:22AM CDT	Success	Posted	Details
☐	703120		Application Engine	PC_WRAPPER	VP1	05/07/2013 12:31:04AM CDT	Success	Posted	Details
☐	703119		Application Engine	GL_JEDIT_0	VP1	05/06/2013 11:27:05PM CDT	Warning	Posted	Details
☐	703118		Application Engine	GL_JEDIT_0	VP1	05/06/2013 11:22:38PM CDT	Warning	Posted	Details
☐	703117		Application Engine	GL_JEDIT_0	VP1	05/06/2013 11:18:56PM CDT	Warning	Posted	Details
☐	703116		Application Engine	GL_JEDIT_0	VP1	05/06/2013 11:11:37PM CDT	Warning	Posted	Details
☐	703115		Application Engine	GL_JEDIT_0	VP1	05/06/2013 11:09:23PM CDT	Warning	Posted	Details

4. The top section of the page entitled **Actions** allows you to change the search criteria that controls the display list in the **Process List** section of the page. Your User Id will default in the **User ID** box. If you only want to see a particular process **Name**, you can enter the technical process name in that field. The Journal Entry Detail report in our example here has the technical name of FIN2001. Or you can narrow down by **Type** to the Process Type such as SQR Report or Application Engine,

etc. You can also narrow the results by changing the number of days that display or change from days to hours. Or if you are looking for any processes that have ended with a status of error, then you can select the **Run Status** of Error or any other run status desired.

- Once you display the desired list there are things to look for. If your process is still running then there will be a display of one of 3 statuses in the **Run Status** column. The status list below is in the order the statuses occur.

Status	Description
Queued	You have completed the request but the process is waiting to be started by the database.
Initiated	The database has recognized your request to run the process but it has not yet begun processing.
Processing	The database is executing your process request.

- If your process status is any of the Queued, Initiated or Processing, then you need to click the **Refresh** button periodically (every 30 seconds to a minute) to refresh the page and see if the status has changed.
- Once the job completes there are additional potential statuses for your process. You hope it will be a status of Success but there is the potential for an error to occur or other statuses.

Status	Description
Success	Database successfully completed the process request. However, success status does not mean all the transactions processed were fully processed. You still can have errors in the data even with a status of Success.
No Success	Typically on an application engine type process, this status mean the process could not complete due to some error condition.
Error	The database could not complete the process due to a data error.
Warning	The database was able to complete the process but there are some warning level errors but no fatal errors that prevented the process from completing.

- If you get any final status other than Success you will need to go further to determine the problem. You may however need additional resources to help you resolve.
- Click on the **Details** hyperlink in the right most column beside your process that has a status other than Success.

Process Detail

Process	
Instance 703119	Type Application Engine
Name GL_JEDIT_0	Description PS/GL Online Journal Edit
Run Status Warning	Distribution Status Posted
Run	
Run Control ID ONLJEVP10000000001	Update Process
Location Server	☐ Hold Request
Server PSNT	☐ Queue Request
Recurrence	☐ Cancel Request
	☐ Delete Request
	☐ Restart Request
Date/Time	
Request Created On 05/06/2013 11:27:05PM CDT	Actions Parameters Transfer Message Log View Locks Batch Timings View Log/Trace
Run Anytime After 05/06/2013 11:27:05PM CDT	
Began Process At 05/06/2013 11:27:10PM CDT	
Ended Process At 05/06/2013 11:27:40PM CDT	

- The **Actions** section at the bottom right of this page has hyperlinks to more detail. The important links are Message Log and View Log/Trace.
- Click on the **Message Log** hyperlink to view the **Message Log**. This may tell you what the issue is. Each process provides different messages to the message log and some are more helpful than others.

Message Log			
Process			
Instance:	703119	Type:	Application Engine
Name:	GL_JEDIT_0	Description:	PS/GL Online Journal Edit
Personalize Find View All First 1-7 of 7 Last			
Severity	Log Time	Message Text	Explain
10	11:27:11PM	Begin request number 1 for User ID "VP1" and Run Control ID "ONLJEVP10000000001".	Explain
10	11:27:12PM	2 Row(s) Processed	Explain
10	11:27:16PM	Commitment Control Budget Processing has begun.	Explain
10	11:27:28PM	Request Statistics. Documents Processed: 1 Errors: 1. Warnings: 0	Explain
10	11:27:28PM	Commitment Control Budget Processing Complete.	Explain
10	11:27:28PM	End request 1 for "VP1" / "ONLJEVP10000000001". Header errors: 0; Line errors: 0.	Explain
	11:27:41PM	Successfully posted generated files to the report repository	Explain
Return			

- In this journal edit process in the example above, the process ended in a warning status to show you that not all journals were successfully processed. The job could complete but some journals have errors. In this example you should be able to go online to the journal entry pages and find the error journals and research the individual error messages to correct and re-edit.
- Other times the message log will give you a more technical message and you will have to contact someone in the Finance Department to help with the resolution. An example of a more technical message is shown below.

Message Log			
Process			
Instance:	13773	Type:	Application Engine
Name:	AMIF1000	Description:	Transaction Loader
Personalize Find View All First 1-5 of 5 Last			
Severity	Log Time	Message Text	Explain
	11:14:29AM	File: e:\pt85210b-retail\peopletools\src\psappeng\aedebbug.hSQL error. Stmt #: 1620 Error Position: 24 Return: 1407 - ORA-01407: cannot update ("SYSADM"."PS_INTFC_FIN"."ASSET_ID") to NULL Failed SQL stmt:UPDATE PS_INTFC_FIN SET ASSET_ID = (SELECT B.ASSET_ID FROM PS_AMIF_IF_TMP4 B WHERE B.PROCESS_INSTANCE = 13773 AND B.INTFC_ID = PS_INTFC_FIN.INTFC_ID AND B.INTFC_LINE_NUM = PS_INTFC_FIN.INTFC_LINE_NUM AND B.BUSINESS_UNIT = PS_INTFC_FIN.BUSINESS_UNIT AND B.DTTM_STAMP = PS_INTFC_FIN.DTTM_STAMP AND B.INTFC_TYPE = PS_INTFC_FIN.INTFC_TYPE AND B.ASSET_ID <> 'NEXT') WHERE PROCESS_INSTANCE = 13773 AND LOAD_STATUS = 'INP' AND ASSET_ID = 'NEXT' AND INTFC_TYPE <> 'LAD'	Explain

- You can also select the **View Log/Trace** hyperlink from the **Process Detail** page and it will have a link to a file.

View Log/Trace

Report

Report ID: 10766 Process Instance: 13773 [Message Log](#)
 Name: AMIF1000 Process Type: Application Engine
 Run Status: Cancelled

Transaction Loader

Distribution Details

Distribution Node: FNDEV Expiration Date: 05/13/2013

File List

Name	File Size (bytes)	Datetime Created
AE_AMIF1000_13773.stdout	689	05/06/2013 1:43:57.444844PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	VP1

[Return](#)

15. You would click on **File Name** in the File List section of the page to view some details.

```

PeopleTools 8.52.10 - Application Engine Server
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PSAESRV started service request at 11.35.41 2013-05-06

File: SQL Access ManagerSQL error. Stmt #: 2 Error Position: 0 Return: 404 - ORA-01017: invalid username/password; logon denied
Could not setup user VP1's credentials for this AE program. Perhaps
this AE request is running outside the user's allowed signon times??

Process request aborted.

File: SQL Access ManagerSQL error. Stmt #: 2 Error Position: 0 Return: 404 - ORA-01017: invalid username/password; logon denied
PSAESRV completed service request at 11.35.59 2013-05-06
    
```

16. Anything in this file would normally require a technical resource to resolve so you would need to contact the Finance Department. When contacting the Finance Department make sure to include the Process Instance number so they can start the research into your issue more quickly.
17. Additionally, if the process you ran was a report and it was successful, then an alternative way to retrieve the report output is from the View Log/Trace hyperlink, the report output would show up in the **File List** section as an additional line that you could select to view the report output. This is an alternative to using the Report Manager hyperlink discussed in a separate document.