Finance IT

PeopleSoft Tip

My query result is too large, what do I do now? How do I schedule a query?

When there are a large number of results, you may get this error message:



One option would be to re-run your query with additional filters to reduce or split the output. Another option is to schedule your query to run vs. running it interactively.

While Query Viewer has an option to Schedule, if you have issues, we recommend instead using the Schedule Query page via:

Main Menu > Reporting Tools > Query > Schedule Query



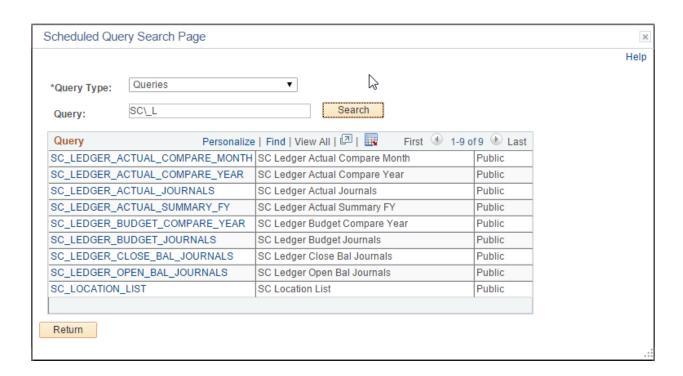
This then brings you to a PeopleSoft RUN CONTROL.

A RUN CONTROL is private to your User ID and is used to store your prompt values for scheduled queries, reports and batch jobs. This also allows you to have multiple RUN CONTROLs, each having its own prompt values. An example of this use is if you manage multiple departments, funds ... and you need to schedule a query to run for each one. Or if you have multiple queries to schedule.

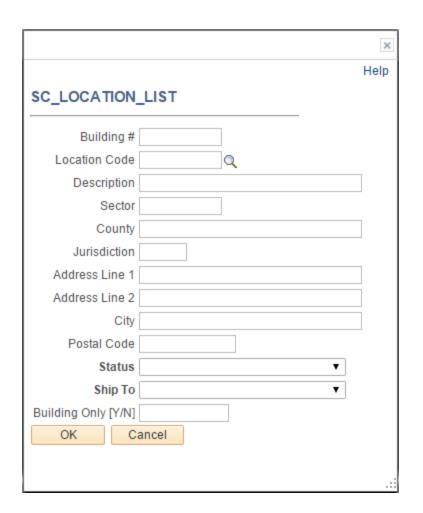
First give your RUN CONTROL a name. This is up to you, keep in mind these are private to you. So if you name your query MINE:

- 1. No one else will be able to use your MINE RUN CONTROL
- 2. Anyone can also make a RUN CONTROL named MINE and has no effect on your RUN CONTROL with the same name.

Click on the	Add a New Value	tab to add a new Rl	JN CONTROL.	
Schedule G	Query			
<u>F</u> ind an Exis	sting Value Add a	New Value	_	
Run Control I	D			
Add				
Key in your R	UN CONTROL name	e into Run Control ID	and then click Add .	
Schedule	Query			
Run Control ID MINE			Report Manager Process Monitor	Run
Query Name	e:		Search	
*Description:				
Save			Add Dpc	date/Display
Kev in the na	me or beginning le	tters. such as SC. of t	the guery you are scheduling and click	Search



Click on your query.

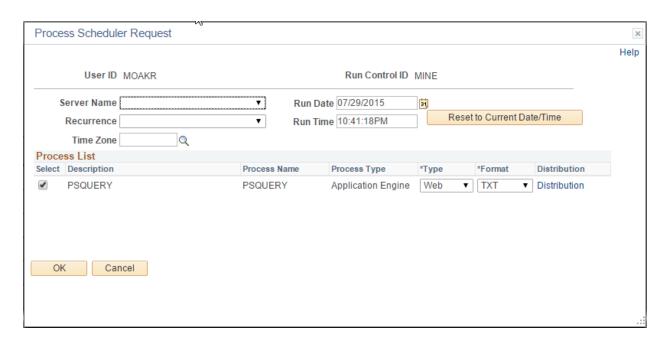


You then will need to complete that query's prompt page. And click

OK

Schedule Query

Run Control ID MINE		Report Manage	Run				
Query Name: SC_LOCATION_LI *Description: SC Location List Update Parameters	ST	Search					
Prompt Name		Value					
BUILDING							
LOCATION							
DESCR							
SECTOR							
COUNTY							
JURISDICTION							
ADDRESS1							
ADDRESS2							
CITY							
POSTAI				•			
Save			Add 🕖 Upda	ate/Display			
ick Save saving your RUN CONTROL. Then click							

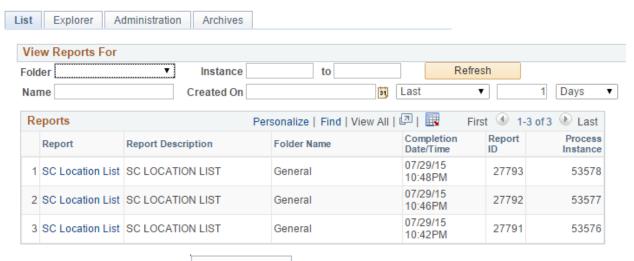


We recommend changing the format from TXT, unless you want a CSV Text file. XLS, Excel, is a good option. Click OK.

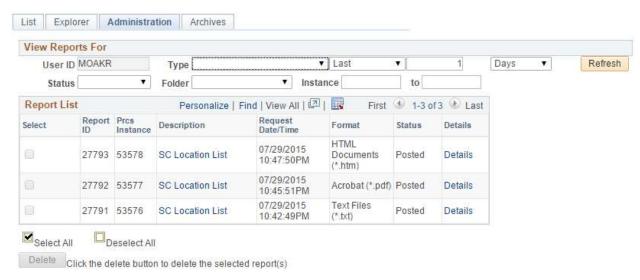
Your query is now scheduled to be run.

When your query is complete, the output is available in your Report Manager. Click on Report Manager. You can also get to report manager:

Main Menu > Reporting Tools > Report Manager



We recommend clicking on the Administration tab.



Since your job has been scheduled it may take a while before it is finished. If it hasn't finished yet, you can click on Refresh. Also note, if you want to view output older than one day, adjust the prompts.

Click on the Description link to open your query file.

Depending on your device / browser, it may download or open the file.