

Scheduling a Query

3/24/2011

1. Navigate to Reporting Tools>Query>Query Viewer
2. Search for the query you want to schedule (can use a wild card) NDU%SF (module)
3. Once you found your query, click on the Schedule hyperlink

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
NDU_0101_SF	SF_ACCTG_LN Audit Query	Public		HTML	Excel	Schedule	Favorite
NDU_0102_SF	TC Program Comparison	Public		HTML	Excel	Schedule	Favorite
NDU_0103_SF	TC Prog Action CM/DC	Public		HTML	Excel	Schedule	Favorite
NDU_0104_SF	TC - Tuition Cal Required	Public		HTML	Excel	Schedule	Favorite
NDU_0105_SF	Acct Lines prompt by JrnI ID	Public		HTML	Excel	Schedule	Favorite
NDU_0106_SF	TC - Not calc'd in All Calc	Public		HTML	Excel	Schedule	Favorite
NDU_0107_SF	Service Indicator Balance	Public		HTML	Excel	Schedule	Favorite
NDU_0108_SF	Item Type Tax Flags	Public		HTML	Excel	Schedule	Favorite
NDU_0112_SF	SF Acctng Ln by Fund and Acct	Public		HTML	Excel	Schedule	Favorite
NDU_0119_SF	Credit Itemtypes w/ Balances	Public		HTML	Excel	Schedule	Favorite
NDU_0123_SF	AR Activity by CommonId	Public		HTML	Excel	Schedule	Favorite

Following page will appear:

4. You need to add a new run control, recommend to use the name of the query you are scheduling

Scheduled Query

[Find an Existing Value](#)

[Add a New Value](#)

Query Name:

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

- Once you have created your new run control the following page will appear to add your prompt values

NDU_0112_SF

Enter Business Unit:

From Date:

To Date:

From Fund:

To Fund:

From Account:

To Account:

- After all values are entered in your prompts click OK button and the following page will appear

Schedule Query

Run Control ID: NDU_0112_SF

[Report Manager](#) [Process Monitor](#)

Query Name:

***Description:**

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT_GL	<input type="text" value="MASU1"/>
RUN_DT	<input type="text" value="2011-03-23"/>
RUN_DT	<input type="text" value="2011-03-24"/>
FUND_CODE	<input type="text" value="12345"/>
FUND_CODE	<input type="text" value="67890"/>
ACCOUNT	<input type="text" value="22516"/>

- Review the data and enter a description for the data (can be anything) then click the OK button and the following screen will appear

Process Scheduler Request

User ID: angela.oleary Run Control ID: NDU_0112_SF

Server Name: Run Date: 03/24/2011

Recurrence: Run Time: 10:15:27AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

- Enter the date and time you want this query to run. Ensure you enter the hour, minute and second and if its AM or PM. For example you want to run this query at 10 PM, enter 10:00:00PM. After you have set the time and date to run the query click the OK button and you will return back to a list of queries.
- To ensure you have your query set up to run, you can always navigate to the process monitor and review your processes and the status they are in.
PeopleTools>Process Monitor

NOTE** If you want to run this query several times with different prompt values, enter those values in the description when setting up your run controls.