



Scheduling a Query

PeopleSoft Financials 9.2 Web Query is a graphical tool that allows you to easily retrieve specific data from the PeopleSoft system. The data is retrieved by running predefined or custom queries.

You can schedule a query in both Query Viewer and Query Manager. The following steps will guide you through scheduling a query in Query Manager.

Query Manager

Navigation: Main Menu > Reporting Tools > Query > Query Manager



Scheduling a Query

Scheduling a query allows you to set a query to run at a specific time and then you are able to retrieve the results at your convenience.

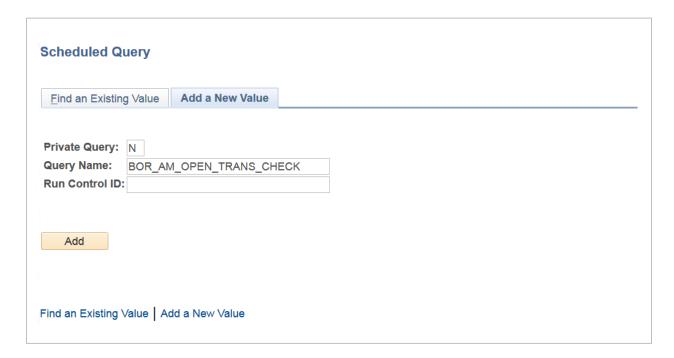
You will begin by searching for the query you would like to schedule. Below are the results after searching for **BOR_AM_OPEN_TRANS_CHECK**.







Click the **Schedule** link to begin the scheduling process.

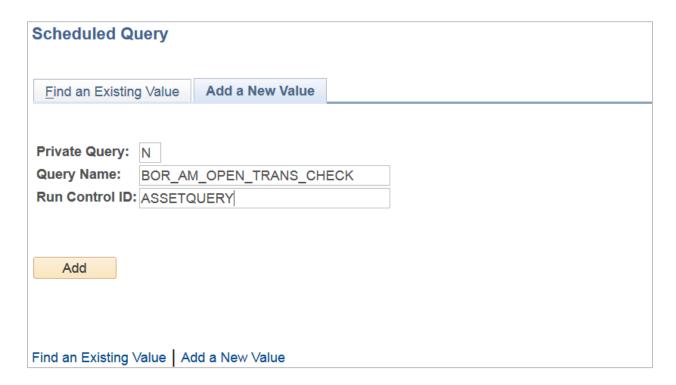


You will notice the query name populates automatically. The system will require you to enter a new Run Control ID the first time you schedule a query.

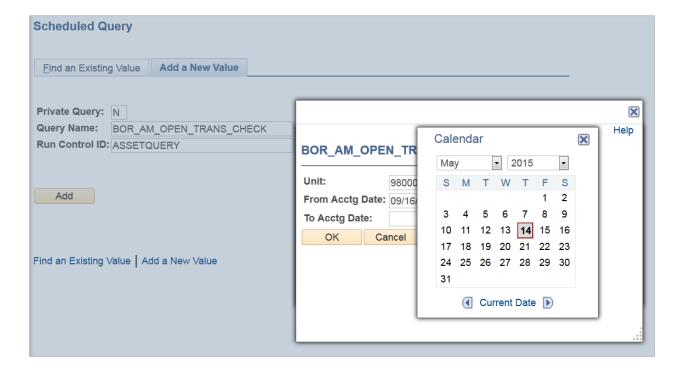




Enter a Run Control ID. Click Add.



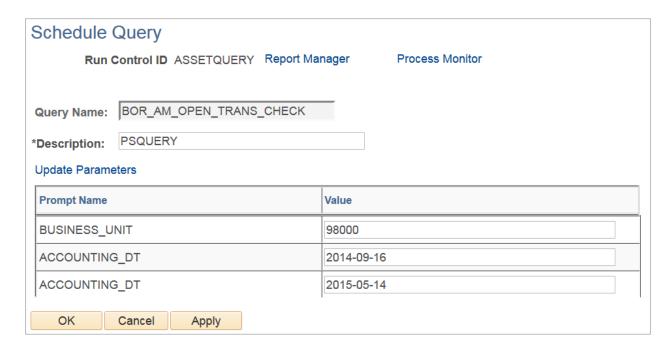
Select your Business Unit and Date range. Click **OK** and the **Add**.



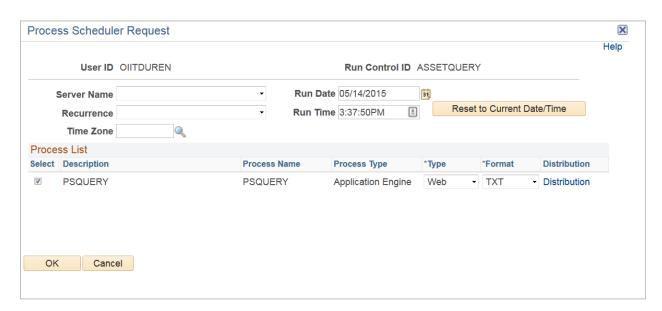




Enter a description of the query.



Click **OK**. You will be routed to the Process Scheduler Page. This is where you setup the time for the query to run.

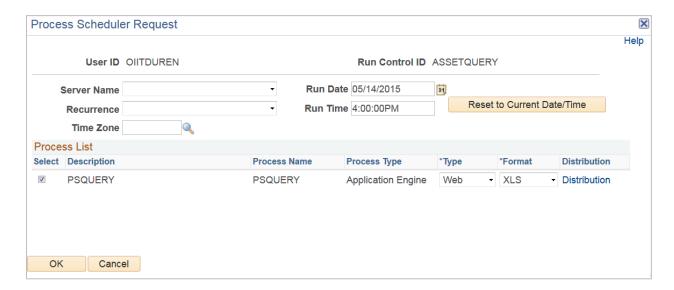






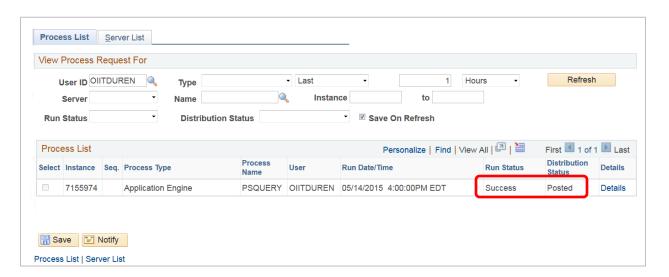
Select the **Run Date** and **Run Time** you want the query to run. If you want this scheduled query to occur again, make a selection from the **Recurrence** dropdown list. Leave the **Server Name** blank. The system will select the appropriate server for this query to run on.

Next, select the format you want your query to run to. Click **OK** to schedule the query. You will be returned to the Query Manager page.



To view how a query has been scheduled to run in the future, go to the Process Monitor.

Navigation: PeopleTools > Process Scheduler > Process Monitor



In the Process Monitor, the query will show a Run Status of "Queued" until it is scheduled to run. Once it runs, the status will show "Success" and the Distribution Status will be "Posted". See subsequent job aids for directions on how to retrieve results for a scheduled query.