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:

```
Query Result Set too Large (124,87)
Result of SQL Fetch is over the maximum result size specified for the application server. Modify your query or increase the maximum result size.
```

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**

```
Schedule Query
Enter any information you have and click Search. Leave fields blank for a list of all values.
```

**Search Criteria**

Search by:  
- **Run Control ID** ▼ begins with ▯ ▬  
- Case Sensitive

[Search]  [Advanced Search]
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 RUN CONTROL.

### Schedule Query

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**Run Control ID**

Key in your RUN CONTROL name into **Run Control ID** and then click **Add**.

### Schedule Query

<table>
<thead>
<tr>
<th>Run Control ID</th>
<th>MINE</th>
</tr>
</thead>
</table>

**Query Name**:

Key in the name or beginning letters, such as SC, of the query 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

**Query Name:** SC_LOCATION_LIST  
**Description:** SC Location List

### Update Parameters

<table>
<thead>
<tr>
<th>Prompt Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING</td>
<td></td>
</tr>
<tr>
<td>LOCATION</td>
<td></td>
</tr>
<tr>
<td>DESCR</td>
<td></td>
</tr>
<tr>
<td>SECTOR</td>
<td></td>
</tr>
<tr>
<td>COUNTY</td>
<td></td>
</tr>
<tr>
<td>JURISDICTION</td>
<td></td>
</tr>
<tr>
<td>ADDRESS1</td>
<td></td>
</tr>
<tr>
<td>ADDRESS2</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>POSTAL</td>
<td></td>
</tr>
</tbody>
</table>

- Click **Save**, saving your RUN CONTROL. Then click **Run**.
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.