

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:

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.
<input type="button" value="OK"/>

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](#)

Favorites ▾ | Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Schedule Query



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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

[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

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

Run Control ID

[Add](#)

Key in your RUN CONTROL name into [Run Control ID](#) and then click [Add](#).

Schedule Query

Run Control ID MINE

Report Manager Process Monitor

[Run](#)

Query Name: [Search](#)

*Description:

[Save](#)

[Add](#)





[Update/Display](#)

Key in the name or beginning letters, such as SC, of the query you are scheduling and click [Search](#).

Scheduled Query Search Page Help

*Query Type: Search

Query: Search


Query	Personalize Find View All  	First  1-9 of 9  Last
SC_LEDGER_ACTUAL_COMPARE_MONTH	SC Ledger Actual Compare Month	Public
SC_LEDGER_ACTUAL_COMPARE_YEAR	SC Ledger Actual Compare Year	Public
SC_LEDGER_ACTUAL_JOURNALS	SC Ledger Actual Journals	Public
SC_LEDGER_ACTUAL_SUMMARY_FY	SC Ledger Actual Summary FY	Public
SC_LEDGER_BUDGET_COMPARE_YEAR	SC Ledger Budget Compare Year	Public
SC_LEDGER_BUDGET_JOURNALS	SC Ledger Budget Journals	Public
SC_LEDGER_CLOSE_BAL_JOURNALS	SC Ledger Close Bal Journals	Public
SC_LEDGER_OPEN_BAL_JOURNALS	SC Ledger Open Bal Journals	Public
SC_LOCATION_LIST	SC Location List	Public

Return

Click on your query.

SC_LOCATION_LIST

Building #

Location Code 

Description

Sector

County

Jurisdiction

Address Line 1

Address Line 2

City

Postal Code

Status

Ship To

Building Only [Y/N]

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

Schedule Query

Run Control ID MINE

Report Manager Process Monitor

Query Name:

*Description:

Update Parameters

Prompt Name	Value
BUILDING	<input type="text"/>
LOCATION	<input type="text"/>
DESCR	<input type="text"/>
SECTOR	<input type="text"/>
COUNTY	<input type="text"/>
JURISDICTION	<input type="text"/>
ADDRESS1	<input type="text"/>
ADDRESS2	<input type="text"/>
CITY	<input type="text"/>
POSTAI	<input type="text"/>

Click , saving your RUN CONTROL. Then click .

Process Scheduler Request

User ID MOAKR Run Control ID MINE

Server Name Run Date 07/29/2015

Recurrence Run Time 10:41:18PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

OK Cancel

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

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](#)

List Explorer Administration Archives

View Reports For

Folder Instance to

Name Created On Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 SC Location List	SC LOCATION LIST	General	07/29/15 10:48PM	27793	53578
2 SC Location List	SC LOCATION LIST	General	07/29/15 10:46PM	27792	53577
3 SC Location List	SC LOCATION LIST	General	07/29/15 10:42PM	27791	53576

We recommend clicking on the tab.

List Explorer Administration Archives

View Reports For

User ID MOAKR Type Last 1 Days Refresh

Status Folder Instance to

Report List Personalize Find View All First 1-3 of 3 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	27793	53578	SC Location List	07/29/2015 10:47:50PM	HTML Documents (*.htm)	Posted	Details
<input type="checkbox"/>	27792	53577	SC Location List	07/29/2015 10:45:51PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	27791	53576	SC Location List	07/29/2015 10:42:49PM	Text Files (*.txt)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

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.