

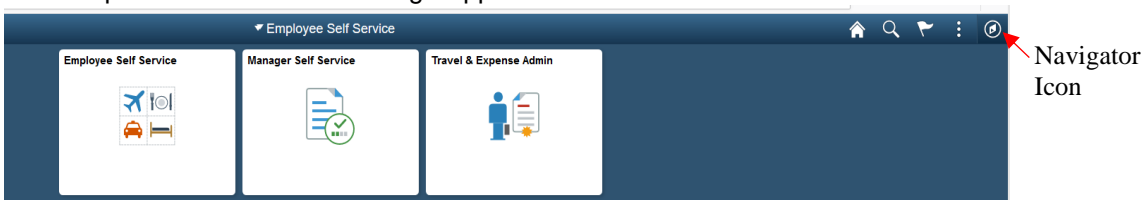
Deleting Run Controls


The run control is the component of running SQR User Executed Reports that establishes the parameters needed for the gathering of data in the report.

Occasionally, it may be necessary to delete a Run Control ID that is no longer needed. In order to do this, you can follow the instructions below.

- Step 1.** Log on to the Finance Application from my UMassD Quick Launch.
Click on PeopleSoft Finance.
Login with your single sign on Username and Password.

The PeopleSoft Finance Home Page Appears.



- Step 2.** Click on the Navigator Icon  and follow this navigation to go to the Delete Run Control IDs page.
Navigator → Umass Custom → Financials → Delete Run Control IDs

UMFIN004-Delete Run Cntrl IDs


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

Find an Existing Value | Add a New Value

▼ Search Criteria

Run Control ID | begins with |

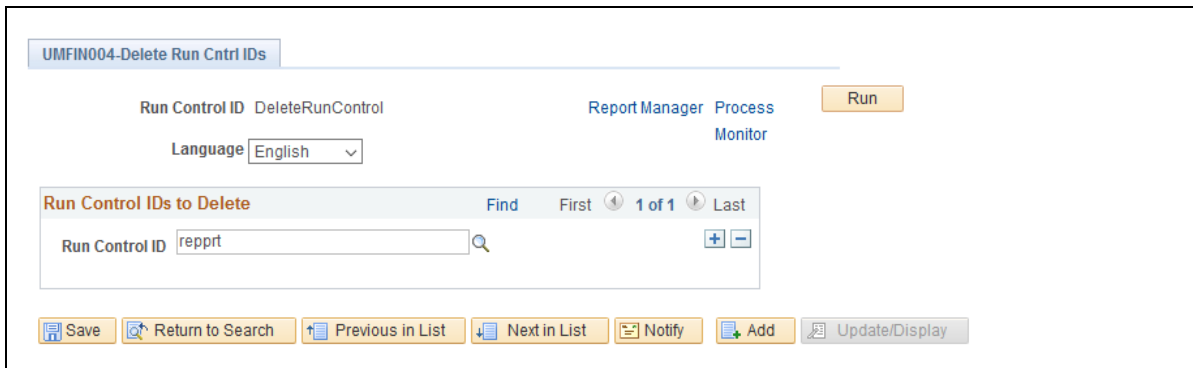
Case Sensitive

Search | Clear | Basic Search  | Save Search Criteria


Find an Existing Value | Add a New Value



The **Delete Run Control IDs (Find an Existing Value)** page opens.

- Note:** If this is the first time you are deleting a run control and want a run control just for this process, click **Add a New Value**, enter a meaningful name for the **Run Control ID** with no spaces and click **ADD**

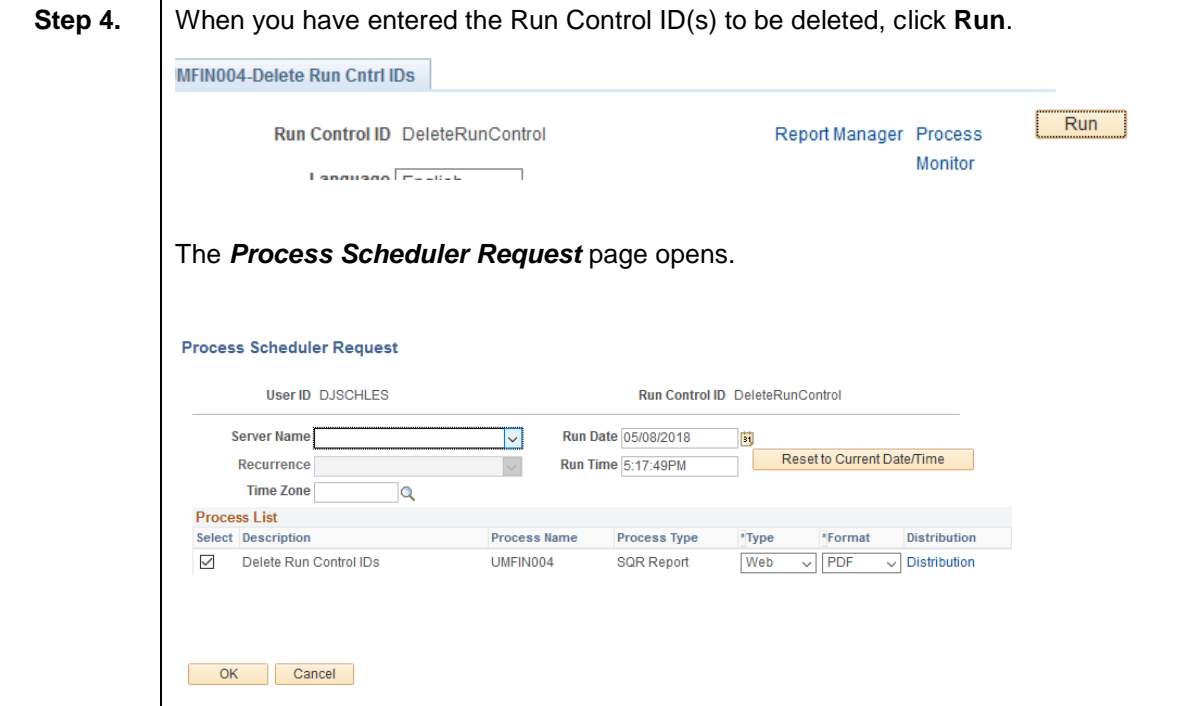


The **Delete Run Control IDs** page opens.

Step 3. Enter the Run Control ID to be deleted in the **Run Control IDs to Delete** section. You can use the look-up icon  to select from your Run Control IDs.

Note: You can add additional Run Control IDs to be deleted by clicking the plus  icon and entering the Run Control ID. If you would like remove a row, click the minus  icon.

Step 4. When you have entered the Run Control ID(s) to be deleted, click **Run**.



The **Process Scheduler Request** page opens.

Step 5. Click **OK**.
The Delete Run Control IDs page reopens.

Step 6. To monitor the status of the report, click the **Process Monitor** link and click **REFRESH** periodically until the **Run Status** displays "Success".

