

## PeopleSoft IR-#27

### LSUHSC Enterprise-Wide – Run Control Maintenance

#### **Scope:**

This PeopleSoft Information Release (IR) applies to LSUHSC Enterprise-wide PeopleSoft Financials users.

#### **Purpose:**

The purpose is to provide procedures for deleting Run Control Ids end-users no longer need.

#### **Module:**

The IR affects all Modules in Financials Production.

#### **Source:**

The source of this IR is a result of a need to delete unnecessary and unused Run Control IDs from PeopleSoft.

#### **Procedures**

**Parameters** – The following must exist for this procedure to be successful:

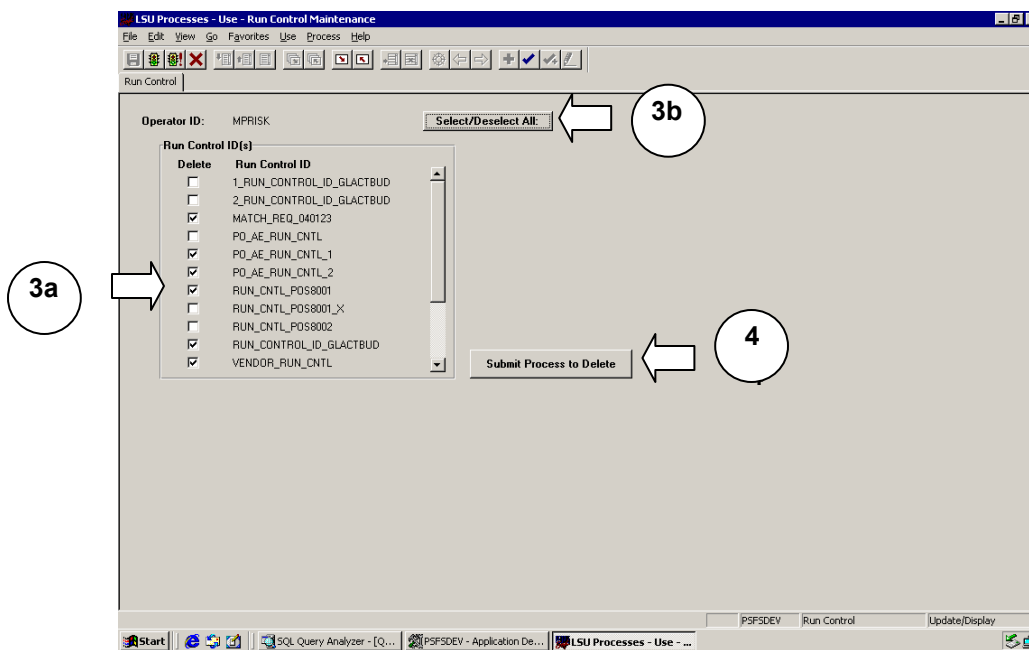
**Database:** PS Financials Production (PSFSPRD).

## Navigation & Process

### Deleting Run Control IDs

Step	Action
1.	Click <a href="#">Go</a> , <a href="#">LSU Processes</a>
2.	Click <a href="#">Use</a> , <a href="#">Run Control Maintenance</a>

The Run Control panel displays



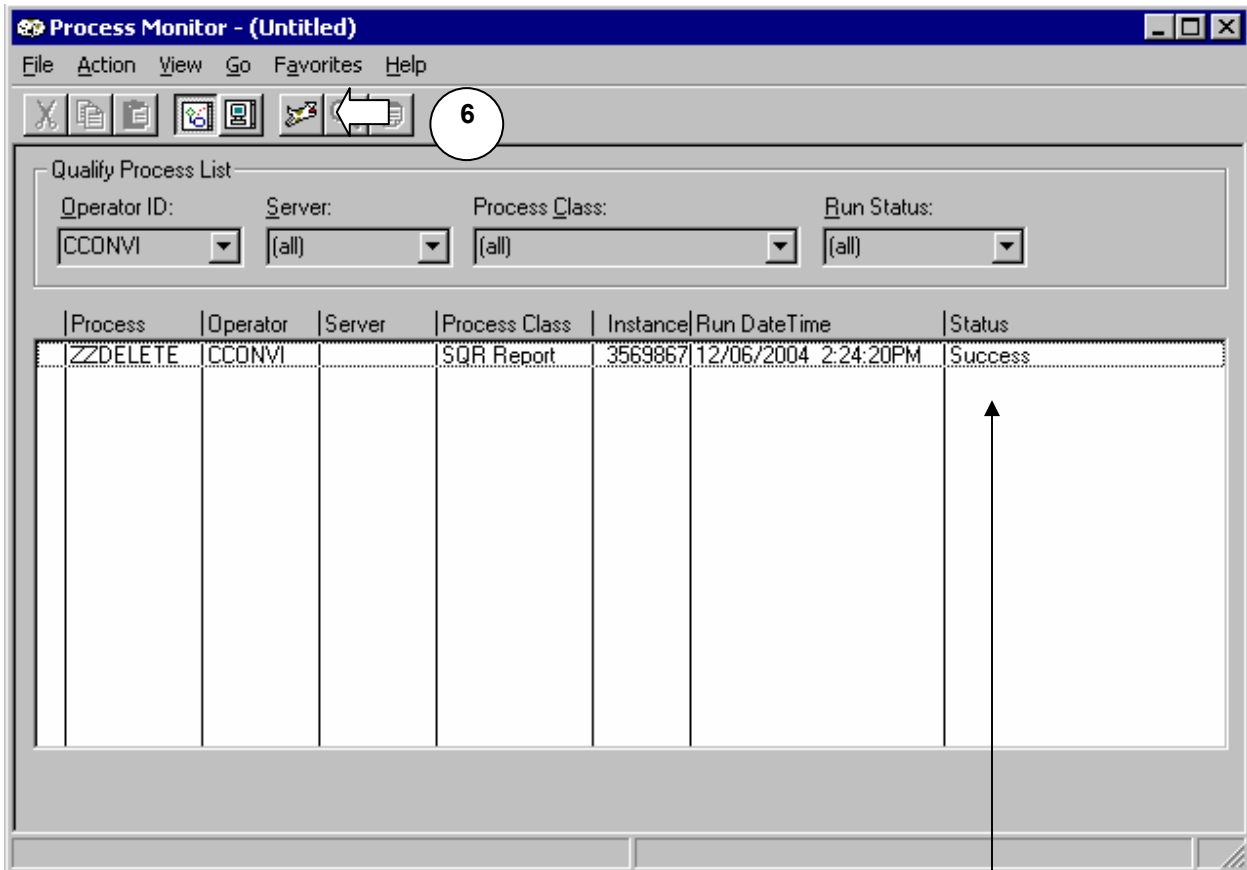
Step	Action
3.	<p>a. Click in the checkbox <input type="checkbox"/> next to each Run Control IDs you wish to delete. A checkmark <input checked="" type="checkbox"/> will appear next to each Run Control ID you select.</p> <p>b. <b>HELPFUL HINT:</b> click <b>Select/Deselect All:</b> to select/deselect all the listed Run Control IDs</p>
4.	Click: <b>Submit Process to Delete</b> .

The user will automatically return to the **LSU Processes** panel.

**Important:** Check the **Process Monitor** for **Status = Success** before returning to the **Run Control Maintenance** panel. Unexpected results may appear if the process has not completed.

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|----|--|
| 5. | Click <a href="#">Go</a> , <a href="#">PeopleTools</a> , <a href="#">Process Monitor</a> |
|----|--|

**The Process Monitor Displays**



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|----|---|
| 6. | Click the <b>Refresh</b>  button until the <b>ZZDELETE</b> process <b>Status = Success</b> |
|----|---|

**Note:** when the end-user creates a new Run Control ID, it will not immediately appear on the Run Control maintenance panel for deletion. The user may run the ZZDELETE process again - this will update the Run Control maintenance panel to show any newly created Run Control IDs -, or a process is automatically run each night at 7:30 PM which updates the panel with newly created Run Control IDs.

**Questions/Comments:**

Refer all questions or comments via e-mail to the **PS SUPPORT TRAINING** <mailto:cconvi@lsuhsc.edu>