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).
Navigating & Process

Deleting Run Control IDs

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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go, LSU Processes</strong></td>
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<tr>
<td>2.</td>
<td>Click <strong>Use, Run Control Maintenance</strong></td>
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The **Run Control** panel displays

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| 3.   | a. Click in the checkbox next to each Run Control IDs you wish to delete. A checkmark will appear next to each Run Control ID you select.  
  b. **HELPFUL HINT:** click **Select/Deselect All** to select/deselect all the listed Run Control IDs |
|      | 4. Click: **Submit Process to Delete** |

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.

5. Click **Go, PeopleTools, Process Monitor**

The **Process Monitor** Displays

![Process Monitor Screenshot]

6. Click the **Refresh** button until the ZZDELETE process **Status = Success**

**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