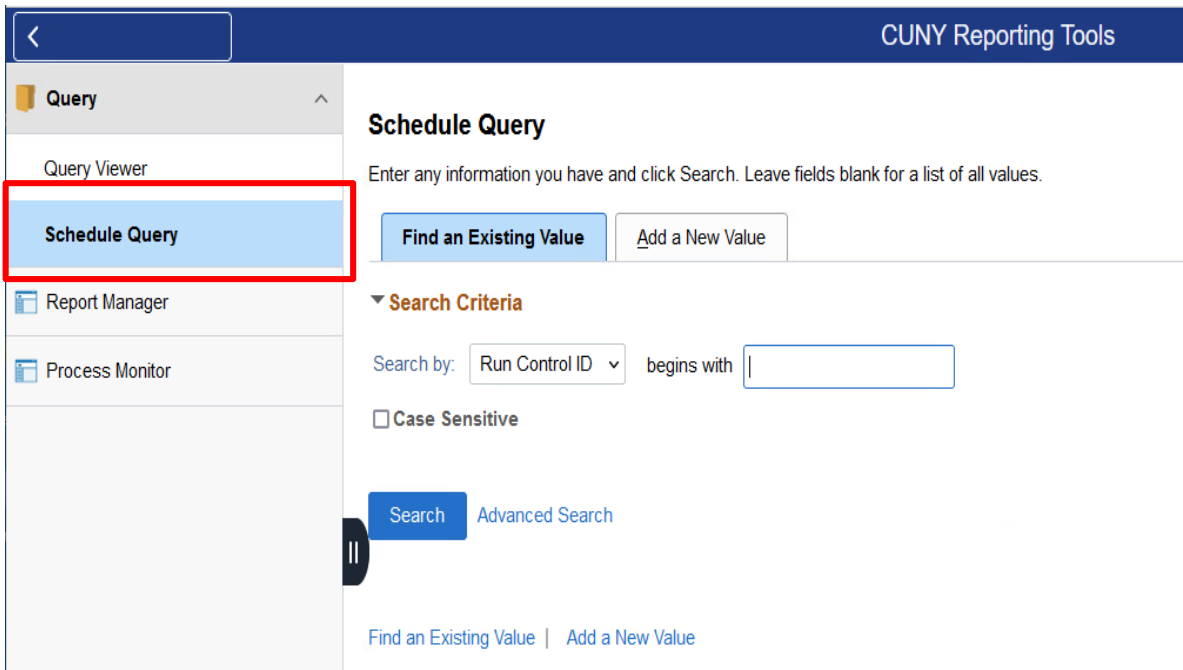
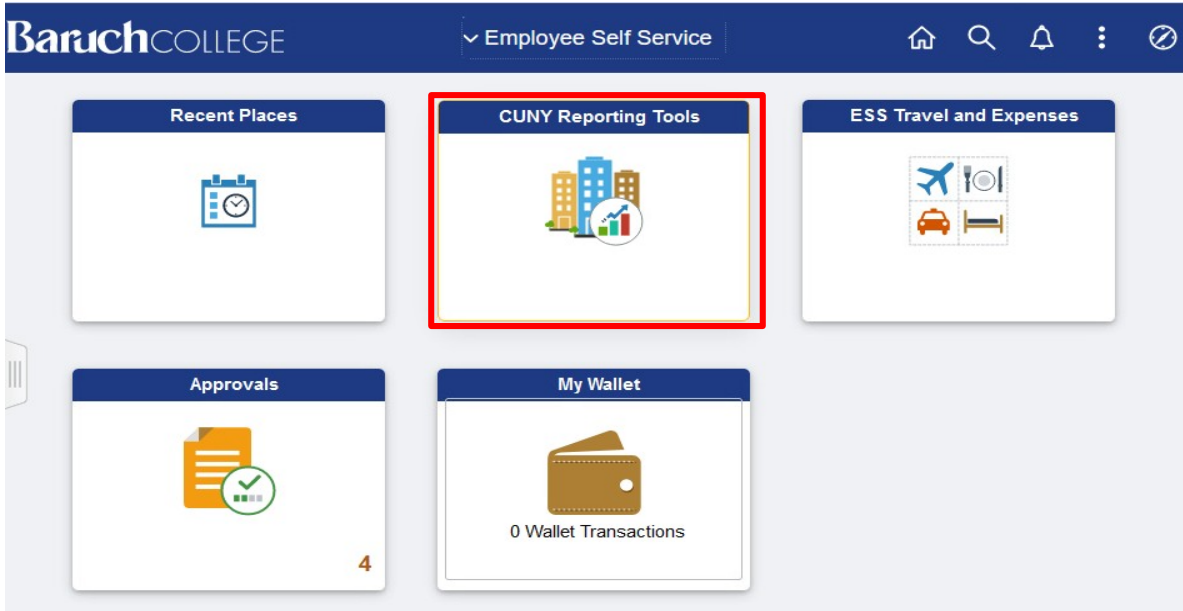


# How to Schedule a Query in CUNYFirst

**BUSINESS OBJECTIVE:** Sometimes queries in CUNYfirst yield results that are too large to view. For these large queries, you can schedule their run. Here are the steps:

**STEP#1:** From the Enterprise Menu, click on the **Financials Supply Chain** link.

CUNY Reporting Tools > Schedule Query (Under Query drop down menu)



**STEP#2:** Run Control ID is a user assigned name used to run processes in CUNYfirst. Here are some options:

- 1) You can use an existing run control ID - if you already have one.
- 2) Create a new run control ID - If this is the first time you are scheduling a query, you will have to add a new value.

For this example, we will add a new Run Control ID. Click on **Add a New Value** Tab. Enter **ntl\_reporting**.

Once a run control name has been added, it cannot be deleted. In addition, spaces in the Run Control ID are not permitted. You may use dashes or underscores. Click on **Add**.

CUNY Reporting Tools

### Schedule Query

Find an Existing Value | **Add a New Value**

Run Control ID: ntl\_reporting

**Add**

Find an Existing Value | Add a New Value

**STEP#3:** Enter the name of the query you would like to schedule and click on **Search** to locate it.

**STEP#4:** Click on the query name to acknowledge your selection. Query prompts should appear.

**STEP#5:** Complete the query prompts as needed and click **Ok**. Here is an example:

Enter the business ledger that is needed.  
In this example BARPR is used.

You may enter the actual department number else, % will bring all available ones.

**STEP#6:** Query prompts will populate, you may edit as needed else click **RUN**.

CUNY Reporting Tools

**Schedule Query**

Run Control ID: ntl\_reporting      Report Manager      Process Monitor      Run

Query Name:      

\*Description:

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	<input type="text" value="BARPR"/>
ACCOUNTING_DT_FROM	<input type="text" value="2020-07-01"/>
ACCOUNTING_DT_TO	<input type="text" value="2021-06-30"/>
DEPTID	<input type="text" value="%"/>

**STEP#7:** Change the format to **XLS** and click on **OK**.

Run Control ID: ntl\_reporting      Report Manager      Process Monitor     

**Process Scheduler Request** x

Help

User ID:       Run Control ID: ntl\_reporting

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

**Process List**

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

HTM  
PDF  
TXT  
XFORM  
XLS  
XML  
XMLP

**STEP#8:** You should receive a Process Instance number, click on **Process Monitor** hyperlink.

**CUNY Reporting Tools**

**Schedule Query**

Run Control ID: ntl\_reporting      Report Manager      **Process Monitor**      Run

Query Name: CU\_FSAPGL\_NTL\_EXP\_SPENDING      Search

\*Description: Exp Vchrs/Jrnl (paid/posted)

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	BARPR
ACCOUNTING_DT_FROM	2020-07-01
ACCOUNTING_DT_TO	2021-06-30
DEPTID	%

Save      Return to Search      Add      Update/Display

*Note: A red arrow points to the 'Process Monitor' link, and a red box highlights the 'Process Instance: 4742732' text.*

**STEP#9:** Click on the **Refresh** icon until you receive Success and Posted. Click on **Details** hyperlink.

**CUNY Reporting Tools**

New Window | Help | Personalize

Process List      Server List

**View Process Request For**

User ID: [Redacted]      Type: [Dropdown]      Last: [Dropdown]      1 Years      Refresh

Server: [Dropdown]      Name: [Search]      Instance From: [Dropdown]      Instance To: [Dropdown]      Report Manager

Run Status: [Dropdown]      Distribution Status: [Dropdown]       Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4742732		Application Engine	PSQUERY	[Redacted]	12/21/2021 11:18:29AM EST	Success	Posted	Details

*Note: A red arrow points to the 'Details' link in the table row.*

**STEP#10:** Click on **View Log/Trace** hyperlink.

**Process Detail**

**Process**

Instance	4742732	Type	Application Engine
Name	PSQUERY	Description	PSQUERY
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	ntl_reporting
Location	Server
Server	PSUNX
Recurrence	

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content  
 Restart Request

**Date/Time**

Request Created On	12/21/2021 11:20:42AM EST
Run Anytime After	12/21/2021 11:18:29AM EST
Began Process At	12/21/2021 11:20:52AM EST
Ended Process At	12/21/2021 11:21:06AM EST

**Actions**

[Parameters](#)      Transfer  
[Message Log](#)      View Locks  
[Batch Timings](#)  
[View Log/Trace](#)

OK    Cancel

**STEP#11:** Click on the **XLSX** file. Interact with Excel file as needed.

**View Log/Trace**

**Report**

Report ID	4269903	Process Instance	4742732	<a href="#">Message Log</a>
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

Exp Vchrs/Jrnlis (paid/posted)

**Distribution Details**

Distribution Node	ReportNode	Expiration Date	02/04/2022
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_PSQUERY_4742732.log</a>	4,263	12/21/2021 11:21:06.842542AM EST
<a href="#">CU_FSAPGL_NTL_EXP_SPENDING-4742732.xlsx</a>	5,225	12/21/2021 11:21:06.842542AM EST

**Distribute To**

Distribution ID Type	Distribution ID
User	15291283

Return