University of Wisconsin System
SFS User Quick Help Documents
Process Monitor Recurrence Cleanup

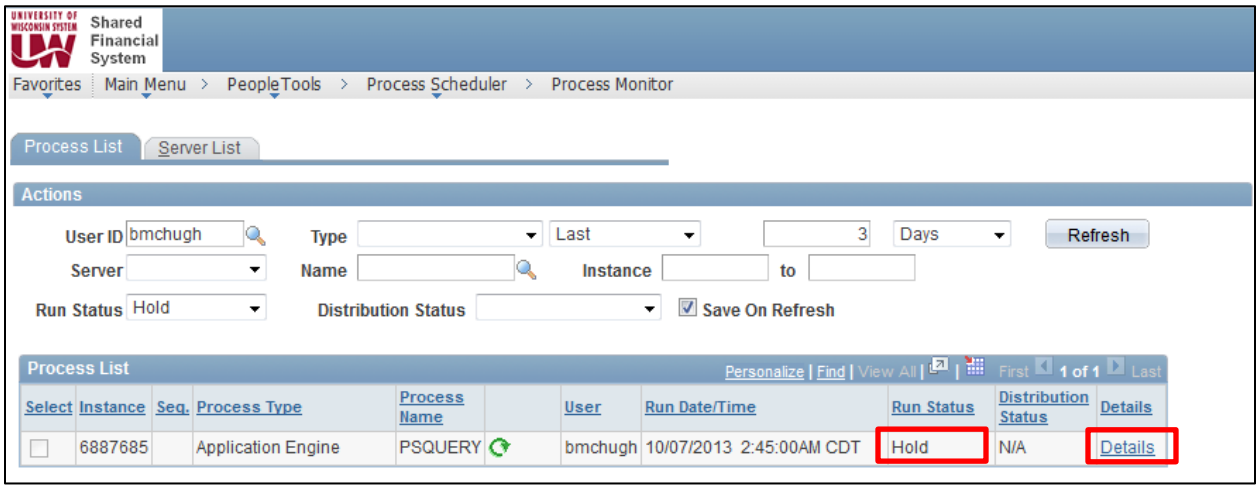
Recurring Process Cleanup

As a part of the SFS upgrade, any recurring processes that you have set up in SFS Production will be put on "Hold" to prevent issues during the upgrade process. The steps outlined below are instructions for how to review the run controls after the upgrade and restart those recurring processes or cancel them if they are no longer needed.

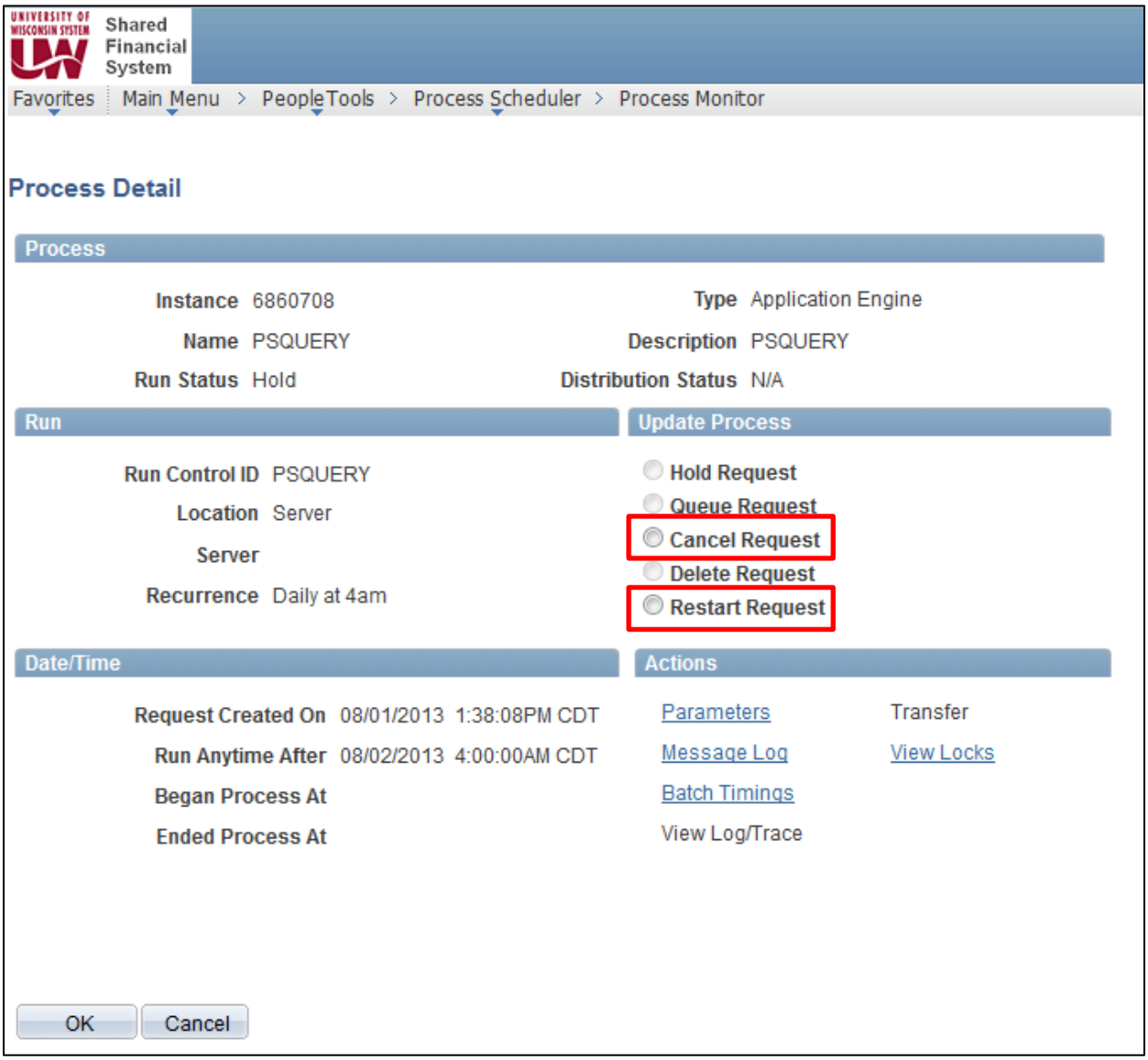
1. **Open** the "SFS_Upgrade-Production_Recurring_Processes_for_Review.xlsx" spreadsheet and filter for your recurring processes.

Employee ID	Name	Process Name	Recurrence	Run Control ID
00313193	AHOLA, JON	FS_CEBD	M-F at 9:00PM	COMBO_EDIT_EXPLODE_ALL
00313193	AHOLA, JON	FS_CEBD	M-F at 9:45PM	COMBO_EDIT_EXPLODE_BUD
00313193	AHOLA, JON	GL_JEDIT	M-F at 6:00PM	POST_JOURNALS_AFTER_HRS
00313193	AHOLA, JON	GL_JEDIT	M-F at 7.00PM	MSNBUD

2. Using the *Process Name* and the *Run Control ID* in the spreadsheet, **Navigate** to the Run Control page being used for that specific recurring process.
3. **Review** the Run Control to make sure that all parameters are correct.
    a. **Note**: It is possible that the specific Run Control page has changed with PeopleSoft 9.1, so it is a good idea to verify that all necessary fields are complete and accurate.
4. **Click** Save
5. **Navigate** to the Process Monitor page (*PeopleTools* > *Process Scheduler* > *Process Monitor*) for that specific process. The process(es) will be on "Hold".
6. **Click** the *Details* hyperlink.



7. **Click** the *Restart Request* radio button
8. **Click** OK. Your process should kick off immediately and then return to its normal recurring schedule.
    a. If you no longer need this recurring process request, you can also **click** the *Cancel Request* radio button.


Shared Financial System
Favorites
Main Menu > PeopleTools > Process Scheduler > Process Monitor
Process Detail
Process
Instance 6860708
Type Application Engine
Name PSQUERY
Description PSQUERY
Run Status Hold
Distribution Status N/A
Run
Run Control ID PSQUERY
Location Server
Server
Recurrence Daily at 4am
Update Process
Hold Request
Queue Request
Cancel Request
Delete Request
Restart Request
Date/Time
Request Created On 08/01/2013 1:38:08PM CDT
Run Anytime After 08/02/2013 4:00:00AM CDT
Began Process At
Ended Process At
Actions
Parameters
Transfer
Message Log
View Locks
Batch Timings
View Log/Trace
OK
Cancel