

Overview

ARC Reporting is separate copy of ARC that contains data one day older than production and it is reserved for high load reporting (i.e. reports that have large amounts of data). A query is a request for data presented simply, without much formatting. A query is different from FDS reports in that it is run in ARC and pulls from ARC data.

Access

If you access the query scheduler from ARC (by navigating to the ARC Portal then click on **Go to ARC** button), the data received will be live (up to date).

If you access the query scheduler from the ARC Portal (click on **Advanced ARC Reporting**), the data is from the previous day.

Running a query means that you submit a query to PS Query from Query Viewer and it presents data immediately. This is useful for smaller results sets. However, larger sets may cause time out or truncated data. Most ARC users have access to run a query. You just need to know the name (or partial name) of the pre-defined query. See the [Running a Query](#) and [Query Inventory](#) job aids for more info.

Scheduling a query from Query Scheduler means you are submitting a query to PS Query, an engine that runs queries and sends data back to the user. This is a good option for queries that have extremely large results sets. Since it runs in “background”, will not time out or truncate results. This job aid focuses on scheduling queries in ARC Reporting (i.e. data from the previous day).

Output Formats

When running this report, output options include 1) html (on screen); 2) excel download; 3) xml (for file transfer to other applications); 4) or a Crystal reporting file (you will need the Crystal software on your machine to view).

Steps

Within the ARC environment, navigate to:

NavBar > Reporting Tools > Query > Schedule Query

Note: You will need to have the proper access to see Schedule Query on the Query list.

To schedule a Query, you first need to create a **Run Control**. (Run Control is a file that consists of query with parameters)

The **Schedule Query** screen allows you to reuse an existing Run Control or create a new one. You can search for an existing Run Control by Run Control ID, Description or Query Name.

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Training Guide: Running a Scheduled Query in ARC

Schedule Query

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](#)

Limit the number of results to (up to 300):

Search by: begins with

Case Sensitive

[Search](#)
[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

To Add a New Run Control

In Schedule Query screen, click **Add a New Value** tab to create a new Run Control.

In **Run Control ID:** field, enter a Run Control name that is easy to remember. In this example, we will name the Run Control to remind us of the type of report.

Schedule Query

[Find an Existing Value](#)
[Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

We enter **"Recon1"** for a bank reconciliation, which will include the parameters of the report. Click the **Add** button.

In the screen enter **Query Name** (or search with a partial name) the query you wish to run. (See [this job aid](#) for a list of available queries. i.e. CU_GL_BANK_RECON)

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Schedule Query

Run Control ID: Recon1 [Report Manager](#) [Process Monitor](#)

Query Name:

*Description:

[Update Parameters](#)

Prompt Name	Value

[Update Tree Parameters](#)

Tree Prompts	
Field Name	Expression Text

You will then see the parameter screen for the particular Query you searched for.

Fill in fields as required.

CU_GL_BANK_RECON

Account:

Fiscal Year:

Accounting Period:

Click **OK**.

You will see query information and prompt.

In **Description** field, add a searchable term (i.e. Recon_11049) and Save.

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Schedule Query

Run Control ID: Recon1

[Report Manager](#) [Process Monitor](#)[Run](#)

Query Name: CU_GL_BANK_RECON

[Search](#)

*Description: Recon_11049

[Update Parameters](#)

Prompt Name	Value
ACCOUNT	11049
FISCAL_YEAR	2013
ACCOUNTING_PERIOD	2

[Save](#)[+ Add](#)[Update/Display](#)

Use an Existing Run Control

If you've already recreated a Run Control and want to use it, choose **Find** an Existing Value.

Schedule Query

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](#)

Limit the number of results to (up to 300): 300

Search by: Run Control ID begins with Recon1

 Case Sensitive[Search](#)[Advanced Search](#)[Find an Existing Value](#) | [Add a New Value](#)

The information for this Run Control will come up in the **Schedule Query** screen.

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Schedule Query

Run Control ID: Recon1

[Report Manager](#)[Process Monitor](#)[Run](#)

Query Name: CU_GL_BANK_RECON

[Search](#)

*Description: Recon_11049

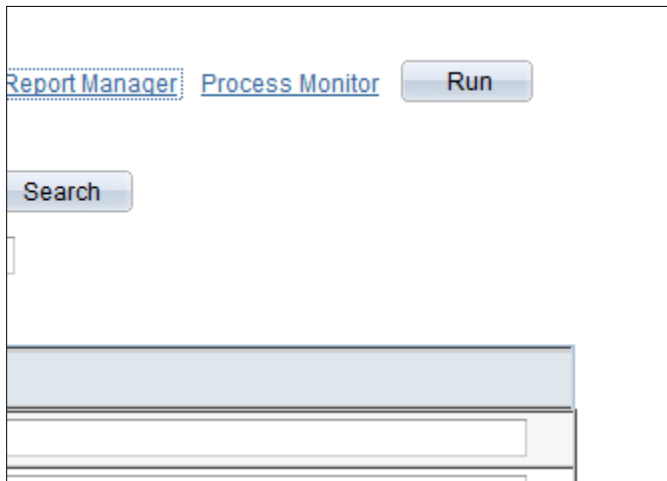
[Update Parameters](#)

Prompt Name	Value
ACCOUNT	11049
FISCAL_YEAR	2013
ACCOUNTING_PERIOD	2

[Save](#)[Return to Search](#)[+ Add](#)[Update/Display](#)

Run Query

In the **Schedule Query** screen, choose the Run button.



Process Scheduler Request Screen

This screen allows you to schedule a Query.

You can run the query immediately or set a future date or time for the run.

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You can also schedule the query to run on a reoccurring basis (see Recurrence drop down).

Process Scheduler Request

User ID: clg9 Run Control ID: Recon1

Server Name: Run Date: 03/15/2013

Recurrence: Run Time: 10:39:07AM

Time Zone:

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

Run a Query Immediately

Tip: Click on Reset to Current Date/Time button before choosing OK.

Set the terms of the query by using the various pull down choices.

Fields show

Server Name (defaulted)

Recurrent (to set to run automatically)

Time Zone

Run Date (you can run later if desired)

Run Time

Process List shows the query to be run and allows options for output with Type and Format pull downs.

When done, click **OK** to request the Query to run.

You will be returned to the Schedule Query screen while query is running

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Training Guide: Running a Scheduled Query in ARC

Schedule Query

Run Control ID: Recon1

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance:367462

Query Name: [Search](#)*Description: [Update Parameters](#)

Prompt Name	Value
ACCOUNT	<input type="text" value="11049"/>
FISCAL_YEAR	<input type="text" value="2013"/>
ACCOUNTING_PERIOD	<input type="text" value="2"/>

[Save](#) [Return to Search](#)[Add](#) [Update/Display](#)

In the upper right corner you'll find the Process Instance # (i.e. 363462), which is the identifier of this particular report.

Choose **Process Monitor** (upper right) to view **Run Status**. Click **Refresh** to update stats. When the action is complete, distribution status will post. Click on **Details** for a log with details of the report.

[Process List](#) | [Server List](#)

View Process Request For

User ID: [Search](#) Type: Last Days [Refresh](#)

Server: Name: [Search](#) Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	367462		Application Engine	PSQUERY	clg9	03/15/2013 10:39:07AM EDT	Success	Posted	Details

[Go back to Schedule Query](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

Click on **Details** hyperlink to view a report on what happened with the Query was run.

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Training Guide: Running a Scheduled Query in ARC

Process Detail

Process

Instance: 367462 Type: Application Engine
 Name: PSQUERY Description: PSQUERY
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: Recon1 Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 03/15/2013 10:41:50AM EDT [Parameters](#) Transfer
 Run Anytime After: 03/15/2013 10:39:07AM EDT [Message Log](#) [View Locks](#)
 Began Process At: 03/15/2013 10:41:57AM EDT [Batch Timings](#)
 Ended Process At: 03/15/2013 10:42:12AM EDT [View Log/Trace](#)

OK Cancel

View Report

Choose **View Log/Trace** to view report files.

View Log/Trace screen

View Log/Trace

Report

Report ID: 362700 Process Instance: 367462 [Message Log](#)
 Name: PSQUERY Process Type: Application Engine
 Run Status: Success
 Recon_11049

Distribution Details

Distribution Node: HTTP Expiration Date: 06/15/2013

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_367462.log	166	03/15/2013 10:42:12.651497AM EDT
CU_GL_BANK_RECON-367462.csv	489	03/15/2013 10:42:12.651497AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	clg9

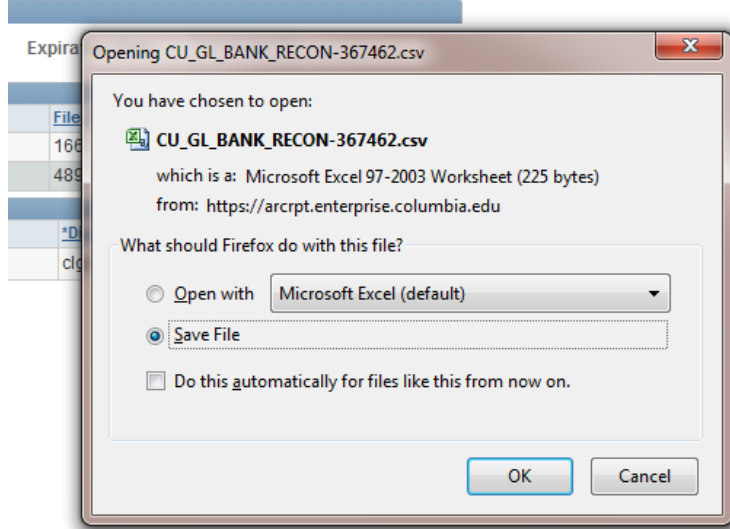
Return

A list of two items show. A log (useful to view error) and the report that is named by query and instance number.

Click on Query name to view report in Excel (see downloads).

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Training Guide: Running a Scheduled Query in ARC



You can **Save File** or Open with Excel.

You can also view evidence of the report you created from the Report Manager feature in Reporting Tools.

List | Explorer | Administration | Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Recon_11049	RECON_11049	General	03/15/13 10:42AM	362700	367462

Save

List | Explorer | Administration | Archives