

PeopleSoft Financials – To Delete a Run Control ID

NOTE: If you are already in a screen in PeopleSoft Financial, go to the Menu Select section this page.

Access the Financial Production database: <https://my.uh.edu/fs>

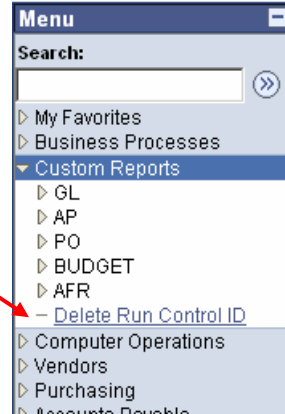
Or, See the [SignOn Financial Production job aid](#).

Remember to
use ALL CAPS

NAVIGATION/PATH

From the Menu select:

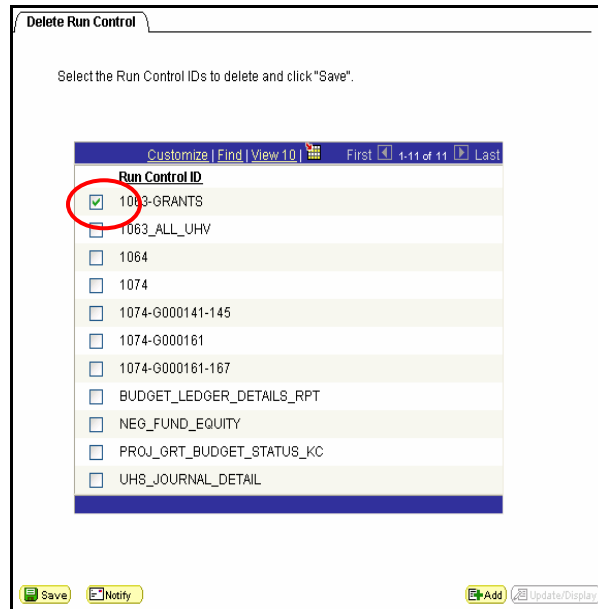
- ▶ Custom Reports
- ▶ Delete Run Control ID



INSTRUCTIONS

Delete Run Control ID Panel:

STEP 1: Check the Run Control ID that you wish to delete.



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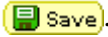
STEP 2: Repeat Step 1 for all run controls to be deleted.

Delete Run Control

Select the Run Control IDs to delete and click "Save".

Run Control ID
<input checked="" type="checkbox"/> 1063-GRANTS
<input type="checkbox"/> 1063_ALL_UHV
<input type="checkbox"/> 1064
<input checked="" type="checkbox"/> 1074
<input type="checkbox"/> 1074-G000141-145
<input checked="" type="checkbox"/> 1074-G000161
<input type="checkbox"/> 1074-G000161-167
<input type="checkbox"/> BUDGET_LEDGER_DETAILS_RPT
<input type="checkbox"/> NEG_FUND_EQUITY
<input type="checkbox"/> PROJ_GRT_BUDGET_STATUS_KC
<input type="checkbox"/> UHS_JOURNAL_DETAIL

Save Notify Add Update/Display

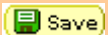
STEP 3: Click . (Now the Run Control ID's are deleted and no longer appear.)

Delete Run Control

Select the Run Control IDs to delete and click "Save".

Run Control ID
<input type="checkbox"/> 1063_ALL_UHV
<input type="checkbox"/> 1064
<input type="checkbox"/> 1074-G000141-145
<input type="checkbox"/> 1074-G000161-167
<input type="checkbox"/> BUDGET_LEDGER_DETAILS_RPT
<input type="checkbox"/> NEG_FUND_EQUITY
<input type="checkbox"/> PROJ_GRT_BUDGET_STATUS_KC
<input type="checkbox"/> UHS_JOURNAL_DETAIL

Save Notify Add Update/Display

NOTE: If you enter a new run control with the same name as a deleted run control, the new run control will start with the same parameters as the deleted one. However, you can change the parameters to whatever you want them to be; just click  once ("Run" report) to retain the new data.