Establishing A Run Control ID

Certain reports and inquiries require that you establish a "Run Control ID."

To set-up a "Run Control ID," navigate to the report/inquiry you would like to run and click "Add a New Value." On the Add a New Value tab, click in the Run Control ID box and type a name for your run control.

NOTE: When naming a "Run Control ID," be sure to use a logical name to make future references to this inquiry/report easier. In addition, Run Control IDs cannot contain any spaces. Use an underscore or hyphen in lieu of a space.

In this example, "General_Ledger_Activity" is used as the Run Control ID. Click Add.

A run control ID only needs to be set-up the first time you are running a report or doing an inquiry. On subsequent reports, you can use the search feature on the "Find an Existing Value" tab to locate the Run Control ID you previously created.