

### 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.

The screenshot displays the PeopleSoft interface for the 'General Ledger Activity' report. On the left, a 'Menu' pane is open, showing a tree view of navigation options. Under 'General Reports', 'Ledger Activity' is selected, and a sub-menu is visible with options like 'Ledger Activity with Attribute', 'Journal Entry Detail', etc. The main window shows the 'General Ledger Activity' title and two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there is a 'Run Control ID:' label followed by a text input field containing 'General\_Ledger\_Activity'. A red arrow points from the text 'Enter a Run Control name' to this input field. Below the input field is a yellow 'Add' button, with a red arrow pointing from the text 'Click Add' to it. At the bottom of the main window, there are two links: 'Find an Existing Value' and 'Add a New Value'.